

THOMAS L. GARTHWAITE, M.D. Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES DEPARTMENT OF HEALTH SERVICES 313 N. Figueroa, Los Angeles, CA 90012 (213) 240-8101

June 3, 2004

The Honorable Board of Supervisors County of Los Angeles 383 Kenneth Hahn Hall of Administration 500 West Temple Street Los Angeles, California 90012

Dear Supervisors:

APPROVAL OF A FORTHCOMING ACCEPTANCE OF ALLOCATION AGREEMENT FROM THE CALIFORNIA DEPARTMENT OF HEALTH SERVICES AND APPROVAL OF 18 TOBACCO CONTROL AND PREVENTION PROGRAM AMENDMENTS

(All Districts) (3 Votes)

IT IS RECOMMENDED THAT YOUR BOARD:

- 1. Approve and instruct the Director of Health Services, or his designee, to accept a forthcoming Acceptance of Allocation Agreement (AOAA) from the California Department of Health Services (CDHS) in the total amount of \$11,256,840 for Fiscal Year (FY) 2004-05, FY 2005-06, and FY 2006-07 to support the Department of Health Services' tobacco control and prevention program (Exhibit I, Letter of Allocation).
- 2. Authorize and delegate authority to the Director of Health Services, or his designee, to accept amendments to the AOAAs, not to exceed 25% of the base amount of \$4,064,423 for FY 2004-05; \$3,714,016 for FY 2005-06; and \$3,478,401 for FY 2006-07, respectively, subject to review and approval by County Counsel and notification to the Board offices.
- 3. Approve and instruct the Director of Health Services, or his designee, to sign amendments to 17 tobacco control services agreements, summarized in Attachment B and substantially similar to Exhibit II, with various community based agencies for the provision of tobacco control and prevention services, with a County maximum obligation of \$1,436,500, 100% offset with CDHS funding effective July 1, 2004 through June 30, 2005, with provisions for two (one-year) automatic renewals through FY 2006-07, contingent upon the availability and approval of CDHS funding and the Department's progress in meeting the contractual obligations for tobacco control and prevention services with the CDHS Tobacco Control section.

Gloria Molina First District

Yvonne Brathwaite Burke Second District

> Zev Yaroslavsky Third District

Don Knabe Fourth District

Michael D. Antonovich Fifth District The Honorable Board of Supervisors June 3, 2004 Page 2

4. Approve and instruct the Director of Health Services, or his designee, to sign Amendment No. 1 to Agreement No. H700228 with Ron Rogers and Associates, substantially similar to Exhibit III, for tobacco control prevention media services with a County annual maximum obligation of \$200,000, effective July 1, 2004 through June 30, 2005, 100 % offset with CDHS funds, with provisions for two (one-year) automatic renewals through FY 2006-07, contingent upon the availability and approval of CDHS funding.

PURPOSE/JUSTIFICATION OF THE RECOMMENDED ACTIONS:

In approving these actions, the Board is authorizing the acceptance of grant funds from the CDHS and delegating authority to the Director of Health Services, or his designee, to sign amendments to 18 existing agreements to support the continued provision of tobacco control and prevention services to decrease exposure to environmental tobacco smoke, counter pro-tobacco influences, and support media advocacy.

FISCAL IMPACT/FINANCING:

The total program cost for FY 2004-05 is \$4,064,423, which is 100% funded by CDHS funds.

The total County maximum obligation for FY 2004-05 for the 17 tobacco control and prevention services agreement amendments with various community-based organizations is in the amount of \$1,436,500, which is 100% offset by CDHS funds.

The total County maximum obligation for FY 2004-2005 for the media-based tobacco control and prevention Amendment No. 1 to Agreement No. H 700228 with Ron Rogers and Associates is in the amount of \$200,000, which is 100% offset by CDHS funds.

The remaining balance of \$2,427,923 of the FY 2004-05 allocation from the CDHS will provide for tobacco control program salaries, employee benefits and services and supplies. There are no net County costs associated with these amendments.

Funding is included in the FY 2004-05 Proposed Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The provisions governing the distribution of taxes or revenues for tobacco control and prevention were implemented through Assembly Bill 75 in 1989. On July 31, 1990, the Board approved a Standard Agreement with CDHS effective January 1, 1990 through December 31, 1992, and an appropriation of \$12 million for the County's Tobacco Control Program (TCP). On nine subsequent occasions, the Board approved amendments which increased the total State funding and extended the term of the Standard Agreement through June 30, 2001. Total State funding to Los Angeles County during the period January 1, 1990 through June 30, 2001 was \$91,539,236.

On May 17, 2002, DHS was informed that CDHS' allocation to the County would be reduced by \$387,194 for FYs 2002-03 and 2003-04. The revised allocation total was \$4,399,548 annually.

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On June 4, 2002, the Board approved the AOAA No. TCS-01-19 from the CDHS which provided funding in the amount of \$4,786,742 to support tobacco control activities in FY 2001-02 and delegated authority to the Director of Health Services, or his designee, to accept subsequent fiscal years' funding from the CDHS in an amount not to exceed \$4,786,742 for the TCP through FY 2003-04.

On June 24, 2002, DHS received the AOAA No. TCS-01-19 from CDHS which provided funding in the amount of \$4,399,548 for FY 2002-03. On July 21, 2003, DHS received the AOAA No. TCS-01-19 from CDHS which provided funding in the amount of \$5,675,293 for FY 2003-04.

Agreements

On July 29, 2003, the Board approved 17 agreements with community based agencies to provide tobacco control and prevention services under service Category 1 - Decrease Exposure to Environmental Tobacco Smoke and Category 2 - Counter Pro-Tobacco Influences, with a maximum County obligation of \$1.7 million, effective July 1, 2003 through June 30, 2004. All 17 agreements were selected through a solicitation process.

On January 6, 2004 the Board approved tobacco service agreements with 11 additional community based organizations and one media agency, funded through additional CDHS monies for FY 2003-04.

On January 6, 2004, CDHS informed DHS that funding for FY 2004-05 had been reduced to \$4,064,323 due to State budget deficits. As a result, DHS is unable to renew 11 community based service agreements and has eliminated 14 positions and reduced operating costs for the Tobacco Control and Prevention Program.

The recommended agreements include Board-mandated contract language.

Under the recommended agreements, either party may terminate for convenience upon 30 calendar days advance written notice to the other party.

Attachments A, B, C, and D provide additional information.

County Counsel has approved Exhibits I, II, and III as to form.

CONTRACTING PROCESS:

On March 3, 2003, DHS released a Request For Concept Papers (RFCP) seeking concept papers from qualified (1) community based organizations, and (2) media/public agencies within Los Angeles County to conduct tobacco control and prevention services programs. DHS received 54 concept papers, of which 49 were in response to the community-based interventions, and five were in response to the media-based interventions. As a result of the RFCP evaluation process, 17 community based organizations were recommended for funding and approved by the Board for the period July 1, 2003 through June 30, 2004 and one media agency was approved by the Board for the period effective January 6, 2004 through June 30, 2004.

DHS advertised the RFCP on the L.A. County Online Countywide Web Site and in local newspapers.

The Honorable Board of Supervisors June 3, 2004 Page 4

IMPACT ON CURRENT SERVICES (OR PROJECTS):

The Board's approval to renew the 18 contract agreements will allow for tobacco control and prevention services, as well as related media services, throughout the County for FY 2004-05.

When approved, this Department requires three copies of the Board's action.

Respectfully submitted

Thomas L. Garthwaite, M.D. / Director and Chief Medical Officer

TLG:kh

Attachments

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors
Auditor-Controller

bletcd3045.kh.wpd 5/20/04

SUMMARY OF AGREEMENTS

1. Type of Service:

Tobacco control and prevention services directed toward decreasing exposure to environmental tobacco smoke and countering pro-tobacco influences through the use of 17 community based organizations and one media/public relations agency.

2. Agency Addresses, Contact Persons, and Telephone Numbers:

See Attachment B, for individual details on 18 contractors.

3. <u>Term</u>:

Effective July 1, 2004 through June 30, 2005

4. Financial Information:

The total program cost for FY 2004-05 is \$4,064,423, which is 100% funded by CDHS funds.

The FY 2004-05 County maximum obligation for the 17 tobacco control and prevention services agreement amendments with various community-based organizations is in the amount of \$1,436,500, which is 100 % offset by CDHS funds.

The FY 2004-05 County maximum obligation for the media-based tobacco control and prevention Amendment No. 1 to Agreement No. H 700228 with Ron Rogers and Associates is in the amount of \$200,000, which is 100% offset by CDHS funds.

The remaining balance of \$2,427, 923 of the FY 2004-05 allocation from the CDHS supports funding for tobacco control program Salaries, Employee Benefits and a portion of Services and Supplies. There are no net County costs.

Funding is included in the FY 2004-05 Proposed Budget.

5. Geographic Area To Be Served:

Countywide.

6. Accountable for Monitoring and Evaluation:

Linda Aragon, M.P.H., Acting Director, Tobacco Control and Prevention Program.

7. Approvals:

Public Health: John F. Schunhoff, Ph.D., Chief of Operations

Contract Administration: Irene Riley, Director

County Counsel (approval as to form): Kelly Auerbach Hassel, Deputy County Counsel

PROPOSED ALLOCATION OF FUNDS BY CATEGORY, AGENCY, AND SUPERVISORIAL DISTRICT	N OF FUNDS BY (CATEGORY, AGE	NCY, AND SUPE	RVISORIAL DIST	rrict				
AGENCY	Category	District 1	District 2	District 3	District 4	District 5	SPA	Area of Concentration	TOTAL FUNDING 07/01/04-06/30/05
Asian American Drug Abuse Program, Inc.	_		\$42,250		\$42,250		7 & 8	Hawthorne and Cerritos	\$84,500
Asian Youth Center	-	\$84,500					3&4	Los Angeles & Walnut	\$84,500
California State University Long Beach Foundation	2		\$42,250	\$42,250			5&6	Westwood, Malibu, Compton	\$84,500
Community Employment Project, Inc.	2	\$42,250			\$42,250		7	Downey & Whittier	\$84,500
Economic & Employment Development Center	_	\$42,250				\$42,250	3	Alhambra & El Monte	\$84,500
FAME Health Corporation	2		\$84,500				486	Los Angeles	\$84,500
Girls Club of Los Angeles	-				\$84,500		8	Marina Del Rey & City of Los Angeles	\$84,500
Healthier Solutions, Inc.	—			\$84,500			5	Santa Monica & Los Angeles	\$84,500
LA Gay & Lesbian Center	2	\$21,125		\$42,250		\$21,125	2,3& 4	West Hollywood & Los Angeles	\$84,500
Public Health Foundation Enterprises Mgmt. Sol	2		\$84,500				80	Lawndale & Inglewood	\$84,500
Pueblo Y Salud	_	-				\$84,500	-	Lancaster & Palmdale	\$84,500
Rogers & Associates	3	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	All	All	\$200,000
Search to Involve Pilipino Americans	-			\$42,250		\$42,250	284	Glendale & Los Angeles	\$84,500
Social Model Recovery Systems, Inc.	_	\$42,250	\$42,250				486	Skid Row area of Los Angeles	\$84,500
South Bay Coalition					\$84,500		8	Manhattan Beach & Hermosa Beach	\$84,500
T.H.E. Clinic					\$84,500		2	San Fernando & North Hollywood	\$84,500
				,					

Category 2: Community-based tobacco control and prevention services to counter pro-tobacco influences.

Category 3: Media-based tobacco control and prevention services to provide Countywide counter-marketing services to CBOs and TCP. Category 1: Community-based tobacco control and prevention services to decrease exposure to environmental tobacco smoke.

I. PROPOSED ALLOCATION OF FUNDS BY CATEGORY, AGENCY, AND SUPERVISORIAL DISTRICT	N OF FUNDS BY (SATEGORY, AGEN	ICY, AND SUPER	VISORIAL DIST	RICT				
AGENCY	Category	District 1	District 2	District 3	District 4	District 5	SPA	Area of Concentration	TOTAL FUNDING 07/01/04-06/30/05
Valley Community Clinic						\$84,500	2	Santa Clarita Valley & San Fernando Valley	\$84,500
Watts Healthcare Corporation		\$21,125	\$63,375				9	Compton, Watts, Lynwood & Paramount	\$84,500
TOTAL FUNDING		\$293,500	\$399,125	\$251,250	\$378,000	\$314,625			\$1,636,500

PROPOSED FUNDING ALLOCATION BY SERVICE PLANNING AREA

5

SERVICE PLANNING AREA	FUNDING
	109,500
2	257,375
3	172,875
4	236,250
5	151,750
9	236,250
7	151,750
8	320,750
TOTAL	1,636,500

Category 2: Community-based tobacco control and prevention services to counter pro-tobacco influences.

Category 3: Media-based tobacco control and prevention services to provide Countywide counter-marketing services to CBOs and TCP. Category 1: Community-based tobacco control and prevention services to decrease exposure to environmental tobacco smoke.

	ALL AGREEMENTS
Financial Information:	Period 07/01/04-
Maximum Total Obligation: Net County Costs:	\$1,636,500
Accountable for Program Monitoring:	
Linda Aragon M.P.H., Acting Director, Tobacco Control and Prevention Program	bacco Control and Prevention Program
Approvals:	
Public Health:	John F. Schunhoff, Chief of Operations
Contracts and Grants Division:	Irene Riley, Acting Chief
County Counsel (approval as to form):	Christina Salseda, Deputy County Counsel

Tobacco Control & Prevention Program Operating Plan for Fiscal Year 2004 - 2005

Qty Position	Monthly Salary	Fiscal Year 2004 - 2005
1 Administrative Assistant II	4,127	49,524
2 Administrative Assistant III	4,599	110,376
3 Assistant Staff Analyst	5,479	197,244
Chief Epidemiologist	6,592	79,104
2 Contract Program Auditor	4,989	119,736
1 Info Systems Analyst I	4,808	57,696
1 Info Systems Analyst II	5,165	61,980
Departmental Personnel Tech	4,656	55,872
1 Epidemiology Analyst	4,096	49,152
Intermediate Typist Clerk	2,481	29,772
1 Research Analyst II	4,303	51,636
3 Research Analyst III	5,216	187,776
1 Secretary IV	3,313	39,756
1 Sr. Health Educator		
1 Sr. Staff Analyst, Health	4,588	55,056 84,072
2 Sr. Typist Clerk	7,006	
	2,795	67,080 1,295,832
23* Subtotal Salaries		
Employee Benefits @.356991		462,600
Bilingual bonus 4 Student Professional Workers	44050	1,000
TOTAL PERSONNEL	11250	45,000
TOTAL PERSONNEL		1,804,432
OPERATING EXPENSES		
Space Lease		216,000
General Supplies		37,000
Communications		36,000
Travel & Training		10,000
TOTAL OPERATING EXPENSES		299,000
EQUIPMENT		•
Equipment		8,326
TOTAL EQUIPMENT COSTS		8,326
OTHER COSTS		
Special Projects		33,500
Mileage		7,000
Educational Materials	*	5,000
TOTAL OTHER COSTS		45,500
CONTRACTS		
Community Contracts 17 (7/1/04-6/30/05)	84,500	1,436,500
Media Contracts 1 (1/6/04-6/30/04)	04,500	200,000
TOTAL CONTRACTS		1,636,500
TOTAL CONTINACTS		1,030,300
INDIRECT COSTS @15%		270,665
11011201 00010 @ 1070		. 210,000
TOTAL PROGRAM COSTS		4,064,423
. OTALI NOCIAMI COSTS		-,00-,-20
Grant Allocation		4,064,423
* Number of position reduced from 37 due to red	uction in State or	
. ioo. o. position rounded from or due to fed	acaon in clate gi	un ri

Los Angeles County Chief Administrative Office Grant Management Statement for Grants Exceeding \$100,000

Department: Health	Services					
Grant Project Title and	Description					
Countywide tobacco con accessibility, and counte	Tobacco Control and Prevention and prevention services focusing or pro-tobacco influences.		o smol	ke, tob	acco	product
Funding Agency State	Program (Fed. Grant #/State Bill or Co		Grant	Accep	otance	e Deadline
Total Amount of Grant	Funding: \$4,064,323	County Match Requ	ireme	nts		
Grant Period: FY 2004	4-05 Begin Date: July 1, 2004	End Date	:	June	30, 20	005
Number of Personnel Hi	red Under this Grant: 27	Full Time	23	Part	Time	4
	Obligations Imposed on the County	When the Grant Expir	·es			
Will all personnel hired	for this program be informed this is a g	rant funded program?	Yes	<u>√</u>	No	
Will all personnel hired	for this program be placed on temporar	y ("N") items?	Yes	<u>√</u>	No	
Is the County obligated t	o continue this program after the grant	expires	Yes	***************************************	No	<u>√</u>
If the County is not oblig	gated to continue this program after the	grant expires, the Dep	artme	nt will	:	
a). Absorb the program	cost without reducing other services		Yes		No	<u>√</u>
b). Identify other revenu	ie sources		Yes	<u>√</u>	No	<u>√</u>
(Describe) c). Eliminate or reduce,	as appropriate, positions/program cost	s funded by this grant.	Yes	<u>√</u>	. No	Commission of the Commission o
Impact of additional per	sonnel on existing space: Not applie	cable.				
Other requirements not	mentioned above Not applicable.					
Department Head Signat	cure In III		Dat	e <u>(</u>	[S]	04



State of California—Health and Human Services Agency

Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

April 19, 2004

Linda Aragon, M.P.H.
Department of Health Services, Public Health
Tobacco Control and Prevention Program
3530 Wilshire Blvd., Ste. 800
Los Angeles, CA 90010

SUBJECT: LETTER OF INTENT TO FUND FOR THE 2004-2007 COMPREHENSIVE TOBACCO CONTROL PLAN

This is to advise you that the California Department of Health Services Tobacco Control Section (CDHS/TCS) intends to allocate to the Los Angeles County Tobacco Control and Prevention Program an estimated amount of \$11,256,840 for the 2004-2007 Grant Period (\$4,064,423 in FY 04/05, \$3,714,016 in FY 05/06, and \$3,478,401 in FY 06/07).

The estimated allocation is based on revenue projections that reflect an anticipated decrease in revenue due to the decline in cigarette consumption. This amount may be revised based on the Governor's Budget Highlights in January or May Revise of each year.

The Local Lead Agency must submit a new Comprehensive Tobacco Control Plan for the period of July 1, 2004 through June 30, 2007 by April 28, 2004 in order to receive the assigned allocation.

CDHS/TCS will notify you regarding any subsequent changes to the allocations made by the Legislature or Courts and request plan revisions.

If you have any questions or need additional information, please call me at (916) 449-5478, or email at rhendric@dhs.ca.gov.

Sincerely,

Roxanne Hendrickson
Roxanne Hendrickson
Contract Manager
Administrative & Contract Support Unit
Tobacco Control Section

Internet Address: www.dhs.ca.gov/tobacco

Contract No. H-700033-1

TOBACCO CONTROL AND PREVENTION SERVICES AGREEMENT

Amendment No. 1

	THIS AMENDMENT is made as	nd entered into this day
of _		2004,
	by and between	COUNTY OF LOS ANGELES (hereafter "County"),
	and	ASIAN YOUTH CENTER (hereafter "Contractor").

WHEREAS reference is made to that certain document entitled "ASIAN YOUTH CENTER", dated July 29, 2003, and further identified as County Agreement No. H-700033, between the County and Asian Youth Center ("Contractor") and any Amendments thereto (all hereafter referred to as "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to decrease the maximum County obligation and make other hereinafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

- 1. This Amendment shall be effective July 1, 2004.
- 2. Paragraph 1, TERM, shall be revised as follows:
 - "1. TERM: The term of this Agreement shall be effective July 1, 2003, and shall continue, unless sooner terminated or cancelled, in full force and effect, to and including June 30, 2005, with two (one) year automatic renewals through June 30, 2007, contingent upon the availability and approval of California Department of Health Services (CDHS) funding and the County's progress in meeting the contractual obligations for tobacco control and prevention services with the CDHS Tobacco Control Section.

In any event, this agreement may be cancelled or terminated at any time by either party, with or without cause, upon the giving of at least thirty (30) calendar days advance written notice to the other party. Further, County may also suspend the performance of services hereunder, in whole or in part, upon the giving of at least a thirty (30) calendar days advance written notice to Contractor. County's notice shall set forth the extent of the suspension and the requirements for full restoration of the performance obligations.

Notwithstanding any other provision of this Agreement, the failure of Contractor or its officer, employees, agents, or subcontractors, to comply with any of the terms of this Agreement or any written directions by or on behalf of County issued pursuant hereto shall constitute a material breach hereto, and this Agreement may be terminated by County immediately. County's failure to exercise this right of termination shall not constitute a waiver of such right which may be exercised at any subsequent time.

- 3. Paragraph 2, <u>DESCRIPTION OF SERVICES</u>, shall be revised as follows:
 - "2. <u>DESCRIPTION OF SERVICES</u>: Contractor shall provide tobacco control and prevention services in the manner described in Attachments I, II, III, and IV Scopes of Work, attached hereto and incorporated herein by reference.

In addition, all services provided during the term of this Agreement shall be in the manner and form described herein and in the following documents, all of which are attached hereto and incorporated herein by reference:

- (1) Exhibit A Description of Services
- (2) Exhibit B State of California Department of Health Services Additional

Provisions

- (3) Exhibit C Educational Materials Standards
- (4) Exhibit D Guidelines on Use of Incentives."
- 4. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

"5. MAXIMUM OBLIGATION OF COUNTY:

- A. During the period July 1, 2003 through June 30, 2004, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Thousand Dollars (\$100,000). Contractor shall use such funds only to pay for services as set forth in Schedule 1, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.
- B. During the period July 1, 2004 through June 30, 2005, the maximum obligation of County for all services provided hereunder shall not exceed Eighty-Four Thousand, Five Hundred Dollars (\$84,500). Contractor shall use such funds only to pay for services as set forth in Schedule 2, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.
 - C. During the period July 1, 2005 through June 30,

2006, the maximum obligation of County for all services provided hereunder shall not exceed Eighty-Four Thousand, Five Hundred Dollars (\$84,500). Contractor shall use such funds only to pay for services as set forth in Schedule 3, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.

- D. During the period July 1, 2006 through June 30,2007, the maximum obligation of County for all services provided hereunder shall not exceed Eighty-Four Thousand, Five Hundred Dollars (\$84,500). Contractor shall use such funds only to pay for services as set forth in Schedule 4, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.
- E. In no event shall County be required to pay Contractor more than the maximum obligation of County as set forth in this Paragraph."
- 5. Paragraph 19, <u>CONTRACTOR'S WARRANTY OF ADHERENCE TO</u>

 <u>COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM</u>, shall be revised as follows:
 - "19. <u>CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S</u>
 CHILD SUPPORT COMPLIANCE PROGRAM:

A. Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through contract are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

As required by County's Child Support Compliance
Program (County Code Chapter 2.200) and without limiting
Contractor's duty under this contract to comply with all
applicable provision of law, Contractor warrants that it
is now in compliance and shall during the term of this
contract maintain in compliance with employment and wage
reporting requirements as required by the Federal Social
Security Act (42 USC Section 653a) and California
Unemployment Insurance Code Section 1088.5, and shall
Implement all lawfully served Wage and Earnings
Withholding Orders or CSSD Notice of Wage and Earnings
Assignment for Child, Family, or Spousal Support,
pursuant to Code of Civil Procedure Section 706.031 and
Family Code Section 5246(b).

B. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN

COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM:

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph 19 "CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM" shall constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within 90 calendar days of written notice shall be grounds upon which County may terminate this contract pursuant to Paragraph 29, "TERMINATION FOR CONTRACTOR'S DEFAULT" and pursue debarment of Contractor pursuant to County Code Chapter 2.202."

6. Paragraph 30, <u>CONTRACTOR RESPONSIBILITY AND DEBARMENT</u>, shall be revised as follows:

"30. <u>CONTRACTOR RESPONSIBILITY AND DEBARMENT</u>:

- A. A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible contractors.
- B. The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the

County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time not to exceed 3 years, and terminate any or all existing contracts the Contractor may have with the County.

of Supervisors finds, in its discretion, that the
Contractor has done any of the following: (1) violated
a term of contract with the County or a nonprofit
corporation created by the County, (2) committed an act
or omission which negatively reflects on the Contractor's
quality, fitness or capacity to perform a contract with
the County, any other public entity, or a nonprofit
corporation created by the County, or engaged in a
pattern or practice which negatively reflects on same,
(3) committed an act or offense which indicated a lack
of business integrity or business honesty, or (4) made
or submitted a false claim against the County or any
other public entity.

- D. If there is evidence that the Contract may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- E. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the contractor shall be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- F. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed

decision and recommendation of the Hearing Board.

- G. These terms shall also apply to [subcontractors/subconsultants] of County Contractors.
- 7. Effective July 1, 2004, Attachments II, III, and IV shall be added to the Agreement.
- 8. Effective July 1, 2004, Schedules 2, 3 and 4 shall be added to the Agreement.
- 9. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

	COUN	NTY OF LOS ANGELES
		Thomas L. Garthwaite, M.D. Director and Chief Medical Officer
		ASIAN YOUTH CENTER Contractor
	Ву _	Signature
	***************************************	Printed Name
	Titl	le(AFFIX CORPORATE SEAL HERE)
APPROVED AS TO FORM BY THE OFFICE OF THE COUNTY	COUN	NSEL
APPROVED AS TO CONTRACT		

APPROVED AS TO C ADMINISTRATION:

Department of Health Services

Ву ____ Irene E. Riley, Director Contract Administration

AMENDCD.3049 kh:5/27/04

July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

								ELECTRO COMMENT)	meetings or other meetings necessary to advocate for policy goals.	1. Conduct FIELD(TO1) one-on-one outreach and advocacy, including surveys, outside of agency in targeted areas. Attending TCPD-mandated	TOBACCO OUTREACH #1	MEASURABLE OBJECTIVES
1.9	1.8	1.7	1.6	1.5a	1.5	1.4a	1.4	1.3	1.2	:-		
Conduct outreach and complete appropriate evaluation forms.	Prepare monthly calendars, including locations, dates and times of activities.	Establish and maintain contact list of individuals and organizations that are potential collaborators on tobacco control issues and policies.	Prepare list of tobacco cessation programs and hotline numbers for distribution during community outreach.	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Identify outreach and educational materials for distribution to the community.	Prior to conducting activities, submit presentation outline to DHS for review and approval.	Develop a presentation outline for outreach to be conducted away from the agency.	Work with DHS to minimize duplication of services with other subcontractors.	Identify potential locations for outreach, including housing complexes, beach and piers, and sites frequented by 18 to 24 year-olds.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 5-52	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4		TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	List will be kept on file.	Approval letters and samples of approved materials will be kept on file.		Approval letter and approved outline will be kept on file.			List will be kept on file.	Approval letter and approved action plan will be kept on file.		EVALUATION

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

								FIELD(comment)	Conduct FIELD(TO2) one-on-one outreach and advocacy at clinics or programs within the agency.	TOBACCO OUTREACH #2	MEASURABLE OBJECTIVES
2.8	2.7	2.6	2.5	2.4a	2.4	2.3a	2.3	2.2	2.1		
Conduct outreach activities within agency and complete appropriate evaluation forms.	Establish and maintain list of individuals who are responsive to tobacco program activities.	Prepare monthly calendars including locations, dates and times of activities.	Prepare list of tobacco cessation programs and hotline numbers for distribution during in-house activities.	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Identify outreach and educational materials for distribution to the community.	Prior to conducting activities, submit outline to DHS for review and approval.	Develop a presentation outline for outreach to be conducted on site.	Identify programs within the agency where activities will be conducted.	During program development period, develop and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
Weeks 5-52	Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4		TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	List will be kept on file.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved materials will be kept on file.		Approval letter and approved outline will be kept on file.		List will kept on file.	Approval letter and approved action plan will be kept on file.		EVALUATION

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

3.9 Cond	3.8 Prepar events.	3.7 Prepa distri	3.6a Prior samp	3.6 Identi	3.5a Prior	3.5 As ap	3.4a Prior	3.4 Deve	3.3 Ident contr	3.2	TOBACCO OUTREACH #3 3. Conduct FIELD(TO3) small events (29- 75 participants) to advocate tobacco issues & available services.	MEASURABLE OBJECTIVES
Conduct small events and complete appropriate evaluation forms.	Prepare monthly calendars, including locations, dates and times of events.	Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Identify outreach and educational materials for distribution to the community.	Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	As appropriate, develop flyers, bulletins, and announcements promoting events.	Prior to conducting activities, submit presentation outline to DHS for review and approval.	Develop a presentation outline for small events.	Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	IMPLEMENTATION
Weeks 5-52	Weeks 1 - 4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	TIME LINE
Submit appropriate evaluation forms to	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved outreach and educational materials will be kept on file.	OH EIV	Approval letters and approved flyers, bulletins and announcements will be kept		Approval letter and approved outline will be kept on file.		List will be kept on file.	List will be kept on file.	Approval letter and approved action plan will be kept on file.	EVALUATION

July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

4.9	4.8	4.7	4.6a	4.6	4.5a	4.5	4.4a	FIELD(comment) 4.4	prior written approval from your contract manager. 4.3	control issues & available services. The event must be planned and organized by	4.1 Conduct FIELD(TO4) large events (76 or	MEASURABLE OBJECTIVES
Conduct large events and complete appropriate evaluation forms.	Prepare monthly calendars, including locations, dates and times of events.	Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Prior to distribution of outreach and educational materials, submit samples to DHS for review approval.	Identify outreach and educational materials for distribution to the community.	Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	As appropriate, develop flyers, bulletins, and announcements promoting events.	Prior to conducting activities, submit presentation outline to DHS for review and approval.	Develop a presentation outline for large events.	Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved outreach and educational materials will be kept on file.	CH LIFE.	Approval letters and approved flyers, bulletins and announcements will be kept		Approval letter and approved outline will be kept on file.		List will be kept on file	List will be kept on file.	Approval letter and approved action plan will be kept on file.	EVALUATION

July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

				THOROUGH MANUAL TO THE PARTY OF	makers. FIELD(comment)	communities and refer participants to appropriate services. Also, individual or small group contact with key decision-	projects, parks & recreation centers, religious organizations, or other local venues to increase mobilization in the	TOBACCO OUTREACH #5 5. Conduct FIELD(TO5) small (10-30 participants) group meeting in boys & girls clubs, community centers, housing	MEASURABLE OBJECTIVES
5.7	5.6	5.5	5.4a	5.4	5.3	5.2a	5.2	5.1	
Make presentations at small group meetings and complete appropriate evaluation forms.	Prepare monthly calendars, including locations, dates and times of presentations.	Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings.	Prior to distribution of educational materials, submit samples to DHS for review and approval.	Identify and/or develop educational materials to be used during presentations.	Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Prior to conducting activities, submit outline to DHS for review and approval.	Develop an outline for presentations about tobacco control topics and issues.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	Week 1-4	Weeks 1-4	TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved educational materials will be kept on file.		List will be kept on file.	Approval letter and approved outline will be kept on file.		Approval letter and approved action plan will be kept on file.	EVALUATION

July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

							FIELD(comment)	venues to increase awareness, mobilize support for policy goals and refer participants to services.	6. Conduct FIELD(TO6) large group meetings (more than 30 participants) in religious organizations, community centers housing projects or other local	TOBACCO OUTREACH #6	MEASURABLE OBJECTIVES
	6.7	6.6	6.5	6.4a	6.4	6.3	6.2a	6.2	6.1		
	Make presentations at large group meetings and complete appropriate evaluation forms.	Prepare monthly calendars, including location sites, dates, and times of presentations.	Prepare list of tobacco cessation programs and hotline numbers for distribution during large group meetings.	Prior to distribution of educational materials, submit samples to DHS for review and approval.	Identify and/or develop educational materials to be used during presentations.	Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Prior to conducting activities, submit outline to DHS for review and approval.	Develop an outline for presentations about tobacco control topics and issues.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
	Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-4	Weeks 1-4		TIME LINE
Попит.	Submit appropriate evaluation forms to DHS by the fifth working day of each	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved educational materials will be kept on file.		List will be kept on file.	Approval letter and approved outline will be kept on file.		Approval letter and approved action plan will be kept on file.		EVALUATION

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

7.	7.	7.	7.	7.	7.	7.	FIELD(comment) 7.	each	TOBACCO PREVENTION #1	MEASURABLE OBJECTIVES
7.7 Cond	7.6 Prepa traini	7.5 Prepa distri	7.4a Prior for re	7.4 Identify training	7.3 Ident	7.2a Prior prete	7.2 Develop training	7.1 Durit appro activi		
Conduct training sessions and complete appropriate evaluation forms.	Prepare monthly calendars, including location sites, dates and times of training sessions.	Prepare list of tobacco cessation programs and hotline numbers for distribution during training.	Prior to training, submit samples of educational materials for to DHS for review and approval.	Identify and/or develop educational materials to be used during training.	Identify and recruit youth to be trained.	Prior to conducting training, submit outline, curriculum and pretest/posttest to DHS for review and approval.	Develop a presentation outline, curriculum and pretest/posttest for training.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-12	Weeks 1-4	Weeks 1-4	Weeks 1-4		TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved educational materials will be kept on file.		List will be kept on file.	Approval letter and approved outline, curriculum and pretest/posttest will be kept on file.		Approval letter and approved action plan will be kept on file.		EVALUATION

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

							FIELD(comment)	8. Conduct FIELD(TP2) small group single session training for tobacco prevention presentations (5-10 participants - 12 verse or older) 8. Conduct FIELD(TP2) small group single session training for the properties of the propert	TOBACCO PREVENTION #2	MEASURABLE OBJECTIVES	of tobacco use.
8.7	8.6	8.5	8.4a	8.4	8.3a	8.3	8.2	8.1			
Conduct prevention presentations and submit appropriate evaluations.	Prepare a monthly calendars, including location sites, dates and times of presentations.	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Prior to distribution of educational materials, submit samples to DHS for approval.	Identify and/or develop educational materials to be used during prevention presentations.	Prior to conducting prevention presentations, submit outline to DHS for review and approval.	Develop an outline for prevention presentations.	Identify opportunities for prevention presentations to children or teens.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION	
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4		TIME LINE	
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved educational materials will be kept on file.		Approval letter and approved outline will be kept on file.		List will be kept on file.	Approval letter and approved action plan will be kept on file.		EVALUATION	

July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

							FIELD(comment)	9. Conduct FIELD(HP1) small group single session tobacco cessation services (5-20 participants) to smokers.	HEALTH PROMOTION #1	MEASURABLE OBJECTIVES
9.7	9.6	9.5	9.4a	9.4	9.3a	9.3	9.2	9.1		
Conduct presentations and submit appropriate evaluation forms to DHS.	Prepare monthly calendars, including location sites, dates, and times of presentations.	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Prior to distribution of educational materials, submit samples to DHS for approval.	Identify and/or develop educational materials to be used during health promotion presentations.	Prior to conducting presentations, submit outline to DHS for review and approval.	Develop an outline for health promotion presentations to adults.	Identify opportunities for health promotion presentations to adults in the target group.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4		TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved educational materials will be kept on file.		Approval letter and approved outline will be kept on file.		List will be kept on file.	Approval letter and approved action plan will be kept on file.		EVALUATION

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
MERCHANT OUTREACH #1 10. Face to face outreach (initial and follow-	10.1	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
advocate for tobacco issues, discuss current state or local regulations that	10.2	Identify retail sites selling tobacco products (liquor stores, gas stations, convenience stores, etc.) to target for merchant outreach.	Weeks 1-4 and ongoing	List will be kept on file.
the sale of single cigarettes, and tobacco advertising, and assess compliance with laws/reonlations	10.3	Develop an outline for merchant outreach to retail sites selling tobacco products.	Weeks 1-4	
FIELD(comment)	10.3a	Prior to conducting outreach, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	10.4	Identify and/or develop outreach and educational materials to be used for merchant outreach.	Weeks 1-4	
	10.4a	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved materials will be kept on file.
	10.5	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	10.6	Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	10.7	Observe at target facility to determine if they are in compliance with STAKE ACT. Refer to Merchant Outreach and Education Protocol for guidelines and required evaluations. Observe site to determine if facility is selling single cigarettes. Refer to single cigarettes section of the protocol for guidance. Meet with manager or supervisor of the facility to discuss the provisions of the STAKE ACT and/or single cigarette laws. Distribute DHS approved brochures and fact sheets as needed. If the site has a self service tobacco display, discuss the viability of removing such a display.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
	10.8	Make follow-up visits to determine compliance with STAKE ACT.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

					FIELD(comment)	available cessation programs and hotline numbers.	brochures/educational materials/law to merchants, assist merchants to remove self-service displays or advertising, and/or provide employees with a list of	MERCHANT HEALTH PROMOTION #1 11. Conduct FIELD(MHP) employee training and distribute tobacco	MEASURABLE OBJECTIVES
11.7	11.6	11.5	11.4a	11.4	11.3a	11.3	11.2	production of the control of the con	
Visit retail sites to provide merchants and employees with information regarding cessation programs, hotline telephone numbers, and how to protect themselves form ETS.	Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during merchant health promotion.	Prior to distribution of educational materials, submit samples to DHS for review and approval.	Identify and/or develop educational materials to be used for merchant health promotion.	11.3a Prior to conducting merchant health promotion, submit outline to DHS for review and approval.	Develop a presentation outline for health promotion to merchants and their employees at retail sites selling tobacco products.	During initial merchant outreach contact, identify merchants in need of information regarding regulations that pertain to smoking and the sale of tobacco.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4	TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letter and samples of approved educational materials will be kept on file.		Approval letter and approved outline will be kept on file.		List will be kept on file.	Approval letter and approved action plan will be kept on file.	EVALUATION

July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

12.8	12.7	12.6	12.5	12.4a	12.4	FIELD(comment) 12.3a	list of available cessation programs and hotline numbers.	issues, discuss current state or local regulations that pertain to smoking in the workplace and provide employees with a	12. Face to face outreach (initial and follow- up visits) to FIELD(BO1) business owners/managers with three (3) or more employees to advocate for tobacco	BUSINESS OUTREACH #1	MEASURABLE OBJECTIVES
3 Complete follow-up visits to ensure compliance with AB13.	Visit targeted businesses and observe facilities to determine if they are in compliance with AB13. If they are not, meet with manager or supervisor of the facility to discuss the provisions of AB13. Distribute brochures and fact sheets as needed. Refer to Small Business Outreach Protocol for guidelines and required evaluation forms.	Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during business outreach.	4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Identify and/or develop outreach and educational materials to be used for business outreach.	3a Prior to conducting outreach, submit outline to DHS for review and approval.	3 Develop a presentation outline for business outreach.	2 Identify businesses to target for outreach using DHS information and other databases.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
Weeks 5-52	Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4		TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letter and samples of approved educational and outreach materials will be kept on file.		Approval letter and approved outline will be kept on file.		List will be kept on file.	Approval letter and approved action plan will be kept on file.	-	EVALUATION

July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

13.3a Prior to conducting busing	13.2	<u></u>	MEASURABLE OBJECTIVES IMPI
iness health promotion, submit outline to roval. educational materials appropriate for on.	tify businesses in need of information orkplace laws. outline for business health promotion.	oment period, create and submit for DHS incorporating objectives and describing d.	IMPLEMENTATION
Weeks 1-4 Weeks 1-4	Weeks 1-4 Weeks 1-4	Weeks 1-4	TIME LINE
Approval letter and approved outline will be kept on file.	List will be kept on file.	Approval letter and approved action plan will be kept on file.	EVALUATION
	Prior to conducting business health promotion, submit outline to DHS for review and approval. Identify and/or develop educational materials appropriate for business health promotion. Prior to distribution of educational materials, submit to DHS for review and approval. Weeks 1-4 Weeks 1-4 Weeks 1-4	yees with a list of available regarding smoke free workplace laws. 13.2 Work with DHS to identify businesses in need of information regarding smoke free workplace laws. 13.3 Develop a presentation outline for business health promotion. 13.4 Identify and/or develop educational materials appropriate for business health promotion. 13.4 Prior to distribution of educational materials, submit to DHS for weeks 1-4 review and approval. 13.4 Prior to distribution of educational materials, submit to DHS for Weeks 1-4 Weeks 1-	13.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted. 1/Or approval, an action plan incorporating objectives and describing activities to be conducted. 1/Or approval, an action plan incorporating objectives and describing activities to be conducted. 1/Or approval, an action plan incorporating objectives and describing activities to be conducted. 1/Or approval, an action plan incorporating objectives and describing objectives and described. 1/Or approval, an action plan incorporating objectives and describing objectives and described objectives and describing objectives and described objectives and describing objectives and describing objectives and descr

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SCHEDULE II

July 1, 2004 through June 30, 2005

CATEGORY 1

		July 1, 2004 through June 30, 2005 PROP 99 Reimbursement Amount
I.	UNIT COST (Based on 13 objectives)	\$84,500
II.	PROGRAM DEVELOPMENT*	0
III.	TOTAL BUDGET	\$84,500

^{*} Reimbursement is for the first month only and is based on a line item budget that is on file with DHS Tobacco Control and Prevention Program.

July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

								FIELD(comment)	meetings or other meetings necessary to advocate for policy goals.	I. Conduct FIELD(TO1) one-on-one outreach and advocacy, including surveys, outside of agency in targeted	TOBACCO OUTREACH #1	MEASURABLE OBJECTIVES
1.9	1.8	1.7	1.6	1.5a	1.5	1.4a	1.4	1.3	1.2	-		
Conduct outreach and complete appropriate evaluation forms.	Prepare monthly calendars, including locations, dates and times of activities.	Establish and maintain contact list of individuals and organizations that are potential collaborators on tobacco control issues and policies.	Prepare list of tobacco cessation programs and hotline numbers for distribution during community outreach.	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Identify outreach and educational materials for distribution to the community.	Prior to conducting activities, submit presentation outline to DHS for review and approval.	Develop a presentation outline for outreach to be conducted away from the agency.	Work with DHS to minimize duplication of services with other subcontractors.	Identify potential locations for outreach, including housing complexes, beach and piers, and sites frequented by 18 to 24 year-olds.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 5-52	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4		TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	List will be kept on file.	Approval letters and samples of approved materials will be kept on file.		Approval letter and approved outline will be kept on file.			List will be kept on file.	Approval letter and approved action plan will be kept on file.		EVALUATION

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

								FIELD(comment)	2. Conduct FIELD(TO2) one-on-one outreach and advocacy at clinics or programs within the agency.	TOBACCO OUTREACH #2	MEASURABLE OBJECTIVES
2.8	2.7	2.6	2.5	2.4a	2.4	2.3a	2.3	2.2	2.1		
Conduct outreach activities within agency and complete appropriate evaluation forms.	Establish and maintain list of individuals who are responsive to tobacco program activities.	Prepare monthly calendars including locations, dates and times of activities.	Prepare list of tobacco cessation programs and hotline numbers for distribution during in-house activities.	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Identify outreach and educational materials for distribution to the community.	Prior to conducting activities, submit outline to DHS for review and approval.	Develop a presentation outline for outreach to be conducted on site.	Identify programs within the agency where activities will be conducted.	During program development period, develop and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION ·
Weeks 5-52	Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4		TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	List will be kept on file.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved materials will be kept on file.		Approval letter and approved outline will be kept on file.		List will kept on file.	Approval letter and approved action plan will be kept on file.		EVALUATION

July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
TOBACCO OUTREACH #3 3. Conduct FIELD(TO3) small events (29-75 participants) to advocate tobacco issues & available services	3.1	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
FIELD(comment)	3.2	Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	Weeks 1-4 and ongoing	List will be kept on file.
	3.3	Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Weeks 1-4 and ongoing	List will be kept on file.
	3.4	Develop a presentation outline for small events.	Weeks 1-4	
	3.4a	Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	3.5	As appropriate, develop flyers, bulletins, and announcements promoting events.	Weeks 1-4 and ongoing	
	3.5a	Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and approved flyers, bulletins and announcements will be kept
	3.6	Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	OII IIIG.
	3.6a	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved outreach and educational materials will be kept on file.
	3.7	Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Weeks 1-4	List will be kept on file.
	3.8	Prepare monthly calendars, including locations, dates and times of events.	Weeks 1 - 4	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	3.9	Conduct small events and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
TOBACCO OUTREACH #4 4. Conduct FIELD(TO4) large events (76 or more participants) to advocate tobacco	.4	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
control issues & available services. The event must be planned and organized by	4.2	Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	Weeks 1-4 and ongoing	List will be kept on file.
prior written approval from your contract manager.	4.3	Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Weeks 1-4 and ongoing	List will be kept on file
FIELD(comment)	4.4	Develop a presentation outline for large events.	Weeks 1-4	
	4.4a	Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4 and	Approval letter and approved outline will be kept on file.
	4.5	As appropriate, develop flyers, bulletins, and announcements promoting events.	Weeks 1-4 and ongoing	
	4.5a	Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and approved flyers, bulletins and announcements will be kept
	4.6	Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	CH LIFE.
	4.6a	Prior to distribution of outreach and educational materials, submit samples to DHS for review approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved outreach and educational materials will be kept on file.
	4.7	Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Weeks 1-4	List will be kept on file.
	4.8	Prepare monthly calendars, including locations, dates and times of events.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	4.9	Conduct large events and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

s and and or	of tobacco use. MEASURABLE OBJECTIVES TOBACCO OUTREACH #5		IMPLEMENTATION	TIME LINE	EVALUATION
 & recreation centers, are mobilizations, or other local issues. asse mobilization in the and refer participants to vices. Also, individual or intact with key decision-s. 5.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues. 5.4 Identify and/or develop educational materials to be used during presentations. 5.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings. 5.7 Make presentations at small group meetings and complete appropriate evaluation forms. 		5.1	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	
nd refer participants to vices. Also, individual or ntact with key decision- 5.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues. 5.4 Identify and/or develop educational materials to be used during presentations. 5.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings. 5.6 Prepare monthly calendars, including locations, dates and times of appropriate evaluation forms.	projects, parks & recreation centers, religious organizations, or other local venues to increase mobilization in the	5.2	Develop an outline for presentations about tobacco control topics and issues.	Week 1-4	
 5.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues. 5.4 Identify and/or develop educational materials to be used during presentations. 5.4a Prior to distribution of educational materials, submit samples to DHS for review and approval. 5.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings. 5.6 Prepare monthly calendars, including locations, dates and times of presentations. 5.7 Make presentations at small group meetings and complete appropriate evaluation forms. 	communities and refer participants to appropriate services. Also, individual or small group contact with key decision-	5.2a	Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	
 5.4 Identify and/or develop educational materials to be used during presentations. 5.4a Prior to distribution of educational materials, submit samples to DHS for review and approval. 5.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings. 5.6 Prepare monthly calendars, including locations, dates and times of presentations. 5.7 Make presentations at small group meetings and complete appropriate evaluation forms. 	makers.	5.3	Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Weeks 1-4 and ongoing	a.
Prior to distribution of educational materials, submit samples to DHS for review and approval. Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings. Prepare monthly calendars, including locations, dates and times of presentations. Make presentations at small group meetings and complete appropriate evaluation forms.	Build Doss registration. A	5.4	Identify and/or develop educational materials to be used during presentations.	Weeks 1-4 and ongoing	<u>a</u>
Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings. Prepare monthly calendars, including locations, dates and times of presentations. Make presentations at small group meetings and complete appropriate evaluation forms.		5.4a	Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	<u></u>
Prepare monthly calendars, including locations, dates and times of presentations. Make presentations at small group meetings and complete appropriate evaluation forms.		5.5	Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings.	Weeks 1-4	
Make presentations at small group meetings and complete appropriate evaluation forms.		5.6	Prepare monthly calendars, including locations, dates and times of presentations.	Monthly	
The second secon		5.7	Make presentations at small group meetings and complete appropriate evaluation forms.	Weeks 5-52	

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

6.7 Make presentations at large group meetings and complete appropriate Weeks 5-52 Submit appropria	6.6 Prepare monthly calendars, including location sites, dates, and times Monthly will be submitted working day of ea	6.5 Prepare list of tobacco cessation programs and hotline numbers for Weeks 1-4 List will be kept of distribution during large group meetings.	6.4a Prior to distribution of educational materials, submit samples to DHS for review and approval. Approval letters a educational mater	6.4 Identify and/or develop educational materials to be used during Weeks 1-4 presentations.	6.3 Contact community-based agencies and organizations to schedule Weeks 1-4 and List will be kept of presentations on tobacco control topics and issues.	FIELD(comment) 6.2a Prior to conducting activities, submit outline to DHS for review and weeks 1-4 Approval letter are approval.	venues to increase awareness, mobilize support for policy goals and refer issues. 6.2 Develop an outline for presentations about tobacco control topics and Weeks 1-4	6.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	TOBACCO OUTREACH #6	MEASURABLE OBJECTIVES IMPLEMENTATION TIME LINE EVA	OT KOHAMA HAM.
Submit appropriate evaluation forms to	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved educational materials will be kept on file.		List will be kept on file.	Approval letter and approved outline will be kept on file.		Approval letter and approved action plan will be kept on file.		EVALUATION	

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM July 1, 2005 through June 30, 2006 SCOPE OF WORK

AGENCY NAME: HELD(Agency)

of tobacco use.				
MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
TOBACCO PREVENTION #1				
7. Conduct FIELD(TP1) single session group training of volunteer peer outreach workers (more than 10 participants).	7.1	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
Minimum length of training: 3 hours. FIELD(comment)	7.2	Develop a presentation outline, curriculum and pretest/posttest for training.	Weeks 1-4	
	7.2a	Prior to conducting training, submit outline, curriculum and pretest/posttest to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline, curriculum and pretest/posttest will be kept on file.
	7.3	Identify and recruit youth to be trained.	Weeks 1-12	List will be kept on file.
	7.4	Identify and/or develop educational materials to be used during training.	Weeks 1-4	
	7.4a	Prior to training, submit samples of educational materials for to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	7.5	Prepare list of tobacco cessation programs and hotline numbers for distribution during training.	Weeks 1-4	List will be kept on file.
	7.6	Prepare monthly calendars, including location sites, dates and times of training sessions.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	7.7	Conduct training sessions and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

of tobacco use.				
MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
TOBACCO PREVENTION #2				
8. Conduct FIELD(TP2) small group single session training for tobacco prevention presentations (5-10 participants - 12	8.1	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
FIELD(comment)	8.2	Identify opportunities for prevention presentations to children or teens.	Weeks 1-4 and ongoing	List will be kept on file.
	8.3	Develop an outline for prevention presentations.	Weeks 1-4	
	8.3a	Prior to conducting prevention presentations, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	8.4	Identify and/or develop educational materials to be used during prevention presentations.	Weeks 1-4 and ongoing	
	8.4a	Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	8.5	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	8.6	Prepare a monthly calendars, including location sites, dates and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	8.7	Conduct prevention presentations and submit appropriate evaluations.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM July 1, 2005 through June 30, 2006 SCOPE OF WORK

AGENCY NAME: FIELD(Agency)

9.7	9.6	9.5	9.4a	9,4	9.3a	9.3	FIELD(comment) 9.2	9. Conduct FIELD(HP1) small group single session tobacco cessation services (5-20 participants) to smokers.	HEALTH PROMOTION #1	MEASURABLE OBJECTIVES
Conduct presentations and submit appropriate evaluation forms to DHS.	Prepare monthly calendars, including location sites, dates, and times of presentations.	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Prior to distribution of educational materials, submit samples to DHS for approval.	Identify and/or develop educational materials to be used during health promotion presentations.	Prior to conducting presentations, submit outline to DHS for review and approval.	Develop an outline for health promotion presentations to adults.	Identify opportunities for health promotion presentations to adults in the target group.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4		TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved educational materials will be kept on file.		Approval letter and approved outline will be kept on file.		List will be kept on file.	Approval letter and approved action plan will be kept on file.		EVALUATION

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

10.4a Prior to distribution samples to DHS f	10.6 Prepare monthly of merchant outreach		10.7 Observe at target a STAKE ACT. Respectively a stranget in STAKE ACT. Respection of facilities and factor in the stranget
מצכע זכו וווכו כוומווו סעוו כמכזו.	 10.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval. 10.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations. 	strion of outreach and educational materials, submit S for review and approval. obacco cessation programs and hotline telephone semination at presentations. y calendars, including locations, dates, and times of ach.	obacco cessation programs and hotline telephone semination at presentations. y calendars, including locations, dates, and times of ach. y calendars, including locations, dates, and times of ach. et facility to determine if they are in compliance with Refer to Merchant Outreach and Education idelines and required evaluations. Observe site to sility is selling single cigarettes. Refer to single of the facility to discuss the provisions of the STAKE gle cigarette laws. Distribute DHS approved fact sheets as needed. If the site has a self service, discuss the viability of removing such a display.
Weeks 1-4	Weeks 1-4	Weeks 1-4 Monthly	Weeks 1-4 Monthly Weeks 5-52
Approval letter and samples of approved	materials will be kept on file. List will be kept on file.	materials will be kept on file. List will be kept on file. Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	materials will be kept on file. List will be kept on file. Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month. Submit appropriate evaluation forms to DHS by the fifth working day of each month.
		Prepare monthly calendars, including locations, dates, and times of merchant outreach. Monthly	Prepare monthly calendars, including locations, dates, and times of merchant outreach. Observe at target facility to determine if they are in compliance with STAKE ACT. Refer to Merchant Outreach and Education Protocol for guidelines and required evaluations. Observe site to determine if facility is selling single cigarettes. Refer to single cigarettes section of the protocol for guidance. Meet with manager or supervisor of the facility to discuss the provisions of the STAKE ACT and/or single cigarette laws. Distribute DHS approved brochures and fact sheets as needed. If the site has a self service tobacco display, discuss the viability of removing such a display.

July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

					FIELD(comment)	available cessation programs and hotline numbers.	brochures/educational materials/law to merchants, assist merchants to remove self-service displays or advertising, and/or provide employees with a list of	MERCHANT HEALTH PROMOTION #1 11. Conduct FIELD(MHP) employee training and distribute tobacco	MEASURABLE OBJECTIVES
11.7 \ ii	11.6 F	11.5 F	11.4a I	11.4 I	11.3a I	111.3 I	11.2 I	11.1	
Visit retail sites to provide merchants and employees with information regarding cessation programs, hotline telephone numbers, and how to protect themselves form ETS.	Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during merchant health promotion.	11.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Identify and/or develop educational materials to be used for merchant health promotion.	11.3a Prior to conducting merchant health promotion, submit outline to DHS for review and approval.	Develop a presentation outline for health promotion to merchants and their employees at retail sites selling tobacco products.	During initial merchant outreach contact, identify merchants in need of information regarding regulations that pertain to smoking and the sale of tobacco.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4	TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letter and samples of approved educational materials will be kept on file.		Approval letter and approved outline will be kept on file.		List will be kept on file.	Approval letter and approved action plan will be kept on file.	EVALUATION

July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

						FIELD(comment)	list of available cessation programs and hotline numbers	issues, discuss current state or local regulations that pertain to smoking in the workplace and provide employees with a	12. Face to face outreach (initial and follow-up visits) to FIELD(BO1) business owners/managers with three (3) or more	BUSINESS OUTREACH #1	MEASURABLE OBJECTIVES
12.8	12.7	12.6	12.5	12.4a	12.4	12.3a	12.3	12.2	12.1		
Complete follow-up visits to ensure compliance with AB13.	Visit targeted businesses and observe facilities to determine if they are in compliance with AB13. If they are not, meet with manager or supervisor of the facility to discuss the provisions of AB13. Distribute brochures and fact sheets as needed. Refer to Small Business Outreach Protocol for guidelines and required evaluation forms.	Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during business outreach.	12.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Identify and/or develop outreach and educational materials to be used for business outreach.	12.3a Prior to conducting outreach, submit outline to DHS for review and approval.	Develop a presentation outline for business outreach.	Identify businesses to target for outreach using DHS information and other databases.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
Weeks 5-52	Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4		TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letter and samples of approved educational and outreach materials will be kept on file.	-	Approval letter and approved outline will be kept on file.		List will be kept on file.	Approval letter and approved action plan will be kept on file.	-	EVALUATION

July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

13.7	13.6	13.5	13.4a	13.4	13.3a	RIELD(comment) 13.3	provide employees with a list of available cessation programs and hotline nubmers.	3.1	BUSINESS HEALTH PROMOTION #1	MEASURABLE OBJECTIVES
Visit business sites to provide employees with information regarding the smoke free workplace law, tobacco cessation programs and hotline telephone numbers, and how to protect themselves from ETS.	Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at businesses.	13.4a Prior to distribution of educational materials, submit to DHS for review and approval.	Identify and/or develop educational materials appropriate for business health promotion.	Prior to conducting business health promotion, submit outline to DHS for review and approval.	Develop a presentation outline for business health promotion.	Work with DHS to identify businesses in need of information regarding smoke free workplace laws.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4.	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4		TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letter and approved educational materials will be kept on file.		Approval letter and approved outline will be kept on file.		List will be kept on file.	Approval letter and approved action plan will be kept on file.		EVALUATION

(Agency)

SCHEDULE III

July 1, 2005 through June 30, 2006

CATEGORY 1

		July 1, 2005 through June 30, 2006 PROP 99 Reimbursement Amount
I.	UNIT COST (Based on 13 objectives)	. \$84,500
II.	PROGRAM DEVELOPMENT*	0
III.	TOTAL BUDGET	\$84,500

^{*} Reimbursement is for the first month only and is based on a line item budget that is on file with DHS Tobacco Control and Prevention Program.

July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

								riblad(comment)	meetings or other meetings necessary to advocate for policy goals.	Conduct FIELD(TO1) one-on-one outreach and advocacy, including surveys, outside of agency in targeted Attending TCDB mondated.	TOBACCO OUTREACH #1	MEASURABLE OBJECTIVES
1.9	1.8	1.7	1.6	1.5a	1.5	1.4a	1.4	1.3	1.2	:		
Conduct outreach and complete appropriate evaluation forms.	Prepare monthly calendars, including locations, dates and times of activities.	Establish and maintain contact list of individuals and organizations that are potential collaborators on tobacco control issues and policies.	Prepare list of tobacco cessation programs and hotline numbers for distribution during community outreach.	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Identify outreach and educational materials for distribution to the community.	Prior to conducting activities, submit presentation outline to DHS for review and approval.	Develop a presentation outline for outreach to be conducted away from the agency.	Work with DHS to minimize duplication of services with other subcontractors.	Identify potential locations for outreach, including housing complexes, beach and piers, and sites frequented by 18 to 24 year-olds.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 5-52	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4		TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	List will be kept on file.	Approval letters and samples of approved materials will be kept on file.		Approval letter and approved outline will be kept on file.			List will be kept on file.	Approval letter and approved action plan will be kept on file.		EVALUATION

July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

								FIELD(comment)	2. Conduct FIELD(TO2) one-on-one outreach and advocacy at clinics or programs within the agency.	TOBACCO OUTREACH #2	MEASURABLE OBJECTIVES
2.8	2.7	2.6	2.5	2.4a	2.4	2.3a	2.3	2.2	2.1		
Conduct outreach activities within agency and complete appropriate evaluation forms.	Establish and maintain list of individuals who are responsive to tobacco program activities.	Prepare monthly calendars including locations, dates and times of activities.	Prepare list of tobacco cessation programs and hotline numbers for distribution during in-house activities.	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Identify outreach and educational materials for distribution to the community.	Prior to conducting activities, submit outline to DHS for review and approval.	Develop a presentation outline for outreach to be conducted on site.	Identify programs within the agency where activities will be conducted.	During program development period, develop and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
Weeks 5-52	Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4		TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	List will be kept on file.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved materials will be kept on file.		Approval letter and approved outline will be kept on file.		List will kept on file.	Approval letter and approved action plan will be kept on file.		EVALUATION

July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

AIRCARU.			T.
Submit appropriate evaluation forms to DHS by the fifth working day of each	Weeks 5-52	3.9 Conduct small events and complete appropriate evaluation forms.	-
Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	Weeks 1 - 4	3.8 Prepare monthly calendars, including locations, dates and times of events.	
List will be kept on file.	Weeks 1-4	3.7 Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	
Approval letters and samples of approved outreach and educational materials will be kept on file.	Weeks 1-4 and ongoing	3.6a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	
OR ALEX	Weeks 1-4 and ongoing	3.6 Identify outreach and educational materials for distribution to the community.	
Approval letters and approved flyers, bulletins and announcements will be kept on file	Weeks 1-4 and ongoing	3.5a Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	
	Weeks 1-4 and ongoing	3.5 As appropriate, develop flyers, bulletins, and announcements promoting events.	
Approval letter and approved outline will be kept on file.	Weeks 1-4	3.4a Prior to conducting activities, submit presentation outline to DHS for review and approval.	
	Weeks 1-4	3.4 Develop a presentation outline for small events.	
List will be kept on file.	Weeks 1-4 and ongoing	3.3 Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	
List will be kept on file.	Weeks I-4 and ongoing	3.2 Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	RIELD(comment)
Approval letter and approved action plan will be kept on file.	Weeks 1-4	3.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	TOBACCO OUTREACH #3 3. Conduct FIBLD(TO3) small events (29-75 participants) to advocate tobacco issues & available services.
EVALUATION	TIME LINE	IMPLEMENTATION	MEASURABLE OBJECTIVES
			of tobacco use.

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

4.9	4.8 F	4.7 P	4.6a P	4.6 I	4.5a F	4.5 /	4.4a F	FIELD(comment) 4.4 I	prior written approval from your contract 4.3 I manager.	e 4.2	0r 4.1	MEASURABLE OBJECTIVES
Conduct large events and complete appropriate evaluation forms.	Prepare monthly calendars, including locations, dates and times of events.	Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Prior to distribution of outreach and educational materials, submit samples to DHS for review approval.	Identify outreach and educational materials for distribution to the community.	Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	As appropriate, develop flyers, bulletins, and announcements promoting events.	Prior to conducting activities, submit presentation outline to DHS for review and approval.	Develop a presentation outline for large events.	Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved outreach and educational materials will be kept on file.	OII IIIC.	Approval letters and approved flyers, bulletins and announcements will be kept		Approval letter and approved outline will be kept on file.		List will be kept on file	List will be kept on file.	Approval letter and approved action plan will be kept on file.	EVALUATION

July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

				wire(u))///introduction/	makers. FIELD(comment)	communities and refer participants to appropriate services. Also, individual or small group contact with key decision-		5. Conduct FIELD(TO5) small (10-30 participants) group meeting in boys & girls clubs, community centers, housing	TOBACCO OUTREACH #5	MEASURABLE OBJECTIVES
5.7	5.6	5.5	5.4a	5.4	5.3	5.2a	5.2	5.1		
Make presentations at small group meetings and complete appropriate evaluation forms.	Prepare monthly calendars, including locations, dates and times of presentations.	Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings.	Prior to distribution of educational materials, submit samples to DHS for review and approval.	Identify and/or develop educational materials to be used during presentations.	Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Prior to conducting activities, submit outline to DHS for review and approval.	Develop an outline for presentations about tobacco control topics and issues.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
Weeks 5-52	Monthly	Weeks I-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	Week 1-4	Weeks 1-4		TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved educational materials will be kept on file.		List will be kept on file.	Approval letter and approved outline will be kept on file.		Approval letter and approved action plan will be kept on file.		EVALUATION

July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

6.6 Prepare monthly calendars, including location sites, dates, and tir of presentations.		6.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during large group meetings.	6.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	6.4 Identify and/or develop educational materials to be used during presentations.	6.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	participants to services. 6.2a Prior to conducting activities, submit outline to DHS for review and approval.	venues to increase awareness, mobilize 6.2 Develop an outline for presentations about tobacco control topics and support for policy goals and refer issues.	6. Conduct FIELD(TO6) large group meetings (more than 30 participants) in religious organizations, community activities to be conducted. 6.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	TOBACCO OUTREACH #6	MEASURABLE OBJECTIVES IMPLEMENTATION	of tobacco use.
ling location sites, dates, and times		programs and hotline numbers for eetings.	al materials, submit samples to DHS	nal materials to be used during	es and organizations to schedule topics and issues.	omit outline to DHS for review and	ons about tobacco control topics and	iod, create and submit for DHS ating objectives and describing		TATION	
	Monthly	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-4	Weeks 1-4	***************************************	TIME LINE	
Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.		List will be kept on file.	Approval letters and samples of approved educational materials will be kept on file.		List will be kept on file.	Approval letter and approved outline will be kept on file.		Approval letter and approved action plan will be kept on file.	-	EVALUATION	

July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

of tobacco use.				
MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
TOBACCO PREVENTION #1				
7. Conduct FIELD(TP1) single session group training of volunteer peer outreach workers (more than 10 participants). Minimum length of training: 3 hours	7.1	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
FIELD(comment)	7.2	Develop a presentation outline, curriculum and pretest/posttest for training.	Weeks 1-4	
	7.2a	Prior to conducting training, submit outline, curriculum and pretest/posttest to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline, curriculum and pretest/posttest will be kept on file.
	7.3	Identify and recruit youth to be trained.	Weeks 1-12	List will be kept on file.
	7.4	Identify and/or develop educational materials to be used during training.	Weeks 1-4	
	7.4a	Prior to training, submit samples of educational materials for to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	7.5	Prepare list of tobacco cessation programs and hotline numbers for distribution during training.	Weeks 1-4	List will be kept on file.
	7.6	Prepare monthly calendars, including location sites, dates and times of training sessions.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	7.7	Conduct training sessions and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

of tobacco use.			-	
MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
TOBACCO PREVENTION #2				
8. Conduct FIELD(TP2) small group single session training for tobacco prevention presentations (5-10 participants - 12	8.1	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
FIELD(comment)	8.2	Identify opportunities for prevention presentations to children or teens.	Weeks 1-4 and ongoing	List will be kept on file.
	8.3	Develop an outline for prevention presentations.	Weeks 1-4	
	8.3a	Prior to conducting prevention presentations, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	8.4	Identify and/or develop educational materials to be used during prevention presentations.	Weeks 1-4 and ongoing	
	8.4a	Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	8.5	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	8.6	Prepare a monthly calendars, including location sites, dates and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	8.7	Conduct prevention presentations and submit appropriate evaluations.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

							FIELD(comment)	9. Conduct FIELD(HP1) small group single session tobacco cessation services (5-20 participants) to smokers.	HEALTH PROMOTION #1	MEASURABLE OBJECTIVES
9.7	9.6	9.5	9.4a	9.4	9.3a	9.3	9.2	9.1		
Conduct presentations and submit appropriate evaluation forms to DHS.	Prepare monthly calendars, including location sites, dates, and times of presentations.	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Prior to distribution of educational materials, submit samples to DHS for approval.	Identify and/or develop educational materials to be used during health promotion presentations.	Prior to conducting presentations, submit outline to DHS for review and approval.	Develop an outline for health promotion presentations to adults.	Identify opportunities for health promotion presentations to adults in the target group.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4		ANIT AMIL
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved educational materials will be kept on file.		Approval letter and approved outline will be kept on file.		List will be kept on file.	Approval letter and approved action plan will be kept on file.		EVALUATION

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

10. Face to face outreach (initial and follow- up visits) to FIELD(MO1) merchants to	IMPLEMENTATION During program development period, greate and submit for DHS	TIME LINE	EVALUATION
ap money to a restrict the more many to	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
10.2	Identify retail sites selling tobacco products (liquor stores, gas stations, convenience stores, etc.) to target for merchant outreach.	Weeks 1-4 and ongoing	List will be kept on file.
e cigarettes, and tobacco assess compliance with	Develop an outline for merchant outreach to retail sites selling tobacco products.	Weeks 1-4	
FIELD(comment) 10.3a Pi	10.3a Prior to conducting outreach, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
10.4 Id	Identify and/or develop outreach and educational materials to be used for merchant outreach.	Weeks 1-4	
10.4a Pi	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved materials will be kept on file.
10.5 Pr	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file
10.6 Pr	Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
10.7 OI Pr de ci or Ar	Observe at target facility to determine if they are in compliance with STAKE ACT. Refer to Merchant Outreach and Education Protocol for guidelines and required evaluations. Observe site to determine if facility is selling single cigarettes. Refer to single cigarettes section of the protocol for guidance. Meet with manager or supervisor of the facility to discuss the provisions of the STAKE ACT and/or single cigarette laws. Distribute DHS approved brochures and fact sheets as needed. If the site has a self service tobacco display, discuss the viability of removing such a display.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
10.8 M	Make follow-up visits to determine compliance with STAKE ACT.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

MEASURABLE OBJECTIVES MERCHANT HEALTH PROMOTION #1 11. Conduct FIELD(MHP) employee training and distribute tobacco brochnets occidental materials/law to	eed	Weeks 1-4 Weeks 1-4 and	
RCHANT HEALTH PROMOTION #1 Conduct FIELD(MHP) employee training and distribute tobacco brochures/educational materials/law to merchants, assist merchants to remove self-service displays or advertising, and/or provide employees with a list of available cessation programs and hotline numbers. LD(comment)	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted. During initial merchant outreach contact, identify merchants in need of information regarding regulations that pertain to smoking and the sale of tobacco. Develop a presentation outline for health promotion to merchants and their employees at retail sites selling tobacco products. Prior to conducting merchant health promotion, submit outline to DHS for review and approval.	Weeks 1 Weeks 1 Weeks 1 Weeks 1	Weeks 1-4 and ongoing Weeks 1-4 Weeks 1-4 Weeks 1-4
		Weeks 1-4	1-4
•	11.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Wee	Weeks 1-4
	11.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during merchant health promotion.	Wee	Weeks 1-4
	11.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Z	Monthly
	11.7 Visit retail sites to provide merchants and employees with information regarding cessation programs, hotline telephone numbers, and how to protect themselves form ETS.	< <	Weeks 5-52

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM July 1, 2006 through June 30, 2007 SCOPE OF WORK

AGENCY NAME: FIELD(Agency)

MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
BUSINESS OUTREACH #1				
12. Face to face outreach (initial and follow-up visits) to FIELD(BO1) business owners/managers with three (3) or more	12.1	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
issues, discuss current state or local regulations that pertain to smoking in the worknlace and provide employees with a	12.2	Identify businesses to target for outreach using DHS information and other databases.	Weeks 1-4	List will be kept on file.
list of available cessation programs and hotline numbers.	12.3	Develop a presentation outline for business outreach.	Weeks 1-4	
FIELD(comment)	12.3a	Prior to conducting outreach, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	12.4	Identify and/or develop outreach and educational materials to be used for business outreach.	Weeks 1-4	
	12.4a	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved educational and outreach materials will be kept on file.
	12.5	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during business outreach.	Weeks 1-4	List will be kept on file.
	12.6	Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	12.7	Visit targeted businesses and observe facilities to determine if they are in compliance with AB13. If they are not, meet with manager or supervisor of the facility to discuss the provisions of AB13. Distribute brochures and fact sheets as needed. Refer to Small Business Outreach Protocol for guidelines and required evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
	12.8	Complete follow-up visits to ensure compliance with AB13.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM July 1, 2006 through June 30, 2007 SCOPE OF WORK

AGENCY NAME: FIELD(Agency)

13.4a Prior to distribution of educational materials, submit to DHS for review and approved. 13.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at businesses. 13.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach. Weeks 1-4 List will be kept on file. Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	FIELD(comment) 13.3 Develop a presentation outline for business health promotion. Weeks 1-4 13.3a Prior to conducting business health promotion, submit outline to DHS for review and approval. Weeks 1-4 A 13.4 Identify and/or develop educational materials appropriate for business health promotion. Weeks 1-4 Weeks 1-4	and approval, an action plan incorporating objectives and describing activities to be conducted. Work with DHS to identify businesses in need of information regarding smoke free workplace laws. Weeks 1-4 Weeks 1-4 Weeks 1-4 Weeks 1-4	BUSINESS HEALTH PROMOTION #1
	Weeks 1-4 Weeks 1-4 Weeks 1-4	Weeks 1-4 Weeks 1-4	TIME LINE
	Approval letter and approved outline will be kept on file.	Approval letter and approved action plan will be kept on file. List will be kept on file.	EVALUATION

(Agency)

SCHEDULE IV

July 1, 2006 through June 30, 2007

CATEGORY 1

		July 1, 2006 through June 30, 2007 PROP 99 Reimbursement Amount		
I.	UNIT COST (Based on 13 objectives)	\$84,500		
п.	PROGRAM DEVELOPMENT*	0		
III.	TOTAL BUDGET	\$84,500		

^{*} Reimbursement is for the first month only and is based on a line item budget that is on file with DHS Tobacco Control and Prevention Program.

Contract No. H-700027-1

TOBACCO CONTROL AND PREVENTION SERVICES AGREEMENT

Amendment No. 1

	THIS AMENDMENT i	is made	and	entered	into	this			day
of _			_, 20	004,					
	by and between			COUNTY (S ANGE	ELES	(herea:	fter
	and			FAME HEA				N (her	e-

WHEREAS reference is made to that certain document entitled "FAME HEALTH CORPORATION", dated July 29, 2003, and further identified as County Agreement No. H-700027, between the County and Asian Youth Center ("Contractor") and any Amendments thereto (all hereafter referred to as "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to decrease the maximum County obligation and make other hereinafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

- 1. This Amendment shall be effective July 1, 2004.
- 2. Paragraph 1, TERM, shall be revised as follows:
 - "1. TERM: The term of this Agreement shall be effective July 1, 2003, and shall continue, unless sooner terminated or cancelled, in full force and effect, to and including June 30, 2005, with two (one) year automatic renewals through June 30, 2007, contingent upon the availability and approval of California Department of Health Services (CDHS) funding and the County's progress in meeting the contractual obligations for tobacco control and prevention services with the CDHS Tobacco Control Section.

In any event, this agreement may be cancelled or terminated at any time by either party, with or without cause, upon the giving of at least thirty (30) calendar days advance written notice to the other party. Further, County may also suspend the performance of services hereunder, in whole or in part, upon the giving of at least a thirty (30) calendar days advance written notice to Contractor. County's notice shall set forth the extent of the suspension and the requirements for full restoration of the performance obligations.

Notwithstanding any other provision of this Agreement, the failure of Contractor or its officer, employees, agents, or subcontractors, to comply with any of the terms of this Agreement or any written directions by or on behalf of County issued pursuant hereto shall constitute a material breach hereto, and this Agreement may be terminated by County immediately. County's failure to exercise this right of termination shall not constitute a waiver of such right which may be exercised at any subsequent time.

- 3. Paragraph 2, <u>DESCRIPTION OF SERVICES</u>, shall be revised as follows:
 - "2. <u>DESCRIPTION OF SERVICES</u>: Contractor shall provide tobacco control and prevention services in the manner described in Attachments I, II, III, and IV Scopes of Work, attached hereto and incorporated herein by reference.

In addition, all services provided during the term of this Agreement shall be in the manner and form described herein and in the following documents, all of which are attached hereto and incorporated herein by reference:

- (1) Exhibit A Description of Services
- (2) Exhibit B State of California Department of Health Services Additional

Provisions

- (3) Exhibit C Educational Materials Standards
- (4) Exhibit D Guidelines on Use of Incentives."
- 4. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:

"5. MAXIMUM OBLIGATION OF COUNTY:

- A. During the period July 1, 2003 through June 30, 2004, the maximum obligation of County for all services provided hereunder shall not exceed Hundred Thousand Dollars (\$100,000). Contractor shall use such funds only to pay for services as set forth in Schedule 1, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.
- B. During the period July 1, 2004 through June 30, 2005, the maximum obligation of County for all services provided hereunder shall not exceed Eighty-Four Thousand, Five Hundred Dollars (\$84,500). Contractor shall use such funds only to pay for services as set forth in Schedule 2, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.
 - C. During the period July 1, 2005 through June 30,

2006, the maximum obligation of County for all services provided hereunder shall not exceed Eighty-Four Thousand, Five Hundred Dollars (\$84,500). Contractor shall use such funds only to pay for services as set forth in Schedule 3, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.

- D. During the period July 1, 2006 through June 30, 2007, the maximum obligation of County for all services provided hereunder shall not exceed Eighty-Four Thousand, Five Hundred Dollars (\$84,500). Contractor shall use such funds only to pay for services as set forth in Schedule 4, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.
- E. In no event shall County be required to pay Contractor more than the maximum obligation of County as set forth in this Paragraph."
- 5. Paragraph 19, <u>CONTRACTOR'S WARRANTY OF ADHERENCE TO</u>

 <u>COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM</u>, shall be revised as follows:
 - "19. <u>CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S</u>
 CHILD SUPPORT COMPLIANCE PROGRAM:

A. Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through contract are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

As required by County's Child Support Compliance
Program (County Code Chapter 2.200) and without limiting
Contractor's duty under this contract to comply with all
applicable provision of law, Contractor warrants that it
is now in compliance and shall during the term of this
contract maintain in compliance with employment and wage
reporting requirements as required by the Federal Social
Security Act (42 USC Section 653a) and California
Unemployment Insurance Code Section 1088.5, and shall
Implement all lawfully served Wage and Earnings
Withholding Orders or CSSD Notice of Wage and Earnings
Assignment for Child, Family, or Spousal Support,
pursuant to Code of Civil Procedure Section 706.031 and
Family Code Section 5246(b).

B. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN

COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM:

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph 19 "CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM" shall constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within 90 calendar days of written notice shall be grounds upon which County may terminate this contract pursuant to Paragraph 29, "TERMINATION FOR CONTRACTOR'S DEFAULT" and pursue debarment of Contractor pursuant to County Code Chapter 2.202."

6. Paragraph 30, <u>CONTRACTOR RESPONSIBILITY AND DEBARMENT</u>, shall be revised as follows:

"30. CONTRACTOR RESPONSIBILITY AND DEBARMENT:

- A. A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible contractors.
- B. The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the

County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time not to exceed 3 years, and terminate any or all existing contracts the Contractor may have with the County.

C. The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicated a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

- D. If there is evidence that the Contract may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- E. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the contractor shall be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- F. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed

decision and recommendation of the Hearing Board.

- G. These terms shall also apply to [subcontractors/subconsultants] of County Contractors.
- 7. Effective July 1, 2004, Attachments II, III, and IV shall be added to the Agreement.
- 8. Effective July 1, 2004, Schedules 2, 3 and 4 shall be added to the Agreement.
- 9. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

	COUNTY OF LOS ANGELES
	By Thomas L. Garthwaite, M.D. Director and Chief Medical Officer
	FAME HEALTH CORPORATION Contractor
	BySignature
	Printed Name
	Title(AFFIX CORPORATE SEAL HERE)
APPROVED AS TO FORM BY THE OFFICE OF THE COUNTY	COUNSEL
ADDDOLUDD AG MO GONMDAGM	

APPROVED AS TO CONTRACT ADMINISTRATION:

Department of Health Services

Irene E. Riley, Director Contract Administration

AMENDCD.3050 kh:5/27/04

July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

								план (сопшент)	her meetings necessary to olicy goals.	Conduct FIELD(TO1) one-on-one outreach and advocacy, including surveys, outside of agency in targeted areas. Attending TCPP-mandated	TOBACCO OUTREACH #1	MEASURABLE OBJECTIVES
1.9 C	1.8 P	1.7 E	1.6 P.	1.5a P sı	1.5 Ic	1.4a P	1.4 D	1.3 W	1.2 K			
Conduct outreach and complete appropriate evaluation forms.	Prepare monthly calendars, including locations, dates and times of activities.	Establish and maintain contact list of individuals and organizations that are potential collaborators on tobacco control issues and policies.	Prepare list of tobacco cessation programs and hotline numbers for distribution during community outreach.	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Identify outreach and educational materials for distribution to the community.	Prior to conducting activities, submit presentation outline to DHS for review and approval.	Develop a presentation outline for outreach to be conducted away from the agency.	Work with DHS to minimize duplication of services with other subcontractors.	Identify potential locations for outreach, including housing complexes, beach and piers, and sites frequented by 18 to 24 year-olds.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 5-52	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4		TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	List will be kept on file.	Approval letters and samples of approved materials will be kept on file.		Approval letter and approved outline will be kept on file.			List will be kept on file.	Approval letter and approved action plan will be kept on file.		EVALUATION

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM July 1, 2004 through June 30, 2005 SCOPE OF WORK

AGENCY NAME: FIELD(Agency)

acceptability of tobacco use.				
MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
TOBACCO OUTREACH #2				
2. Conduct FIELD(TO2) one-on-one outreach and advocacy at clinics or programs within the agency.	2.1	During program development period, develop and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
FIELD(comment)	2.2	Identify programs within the agency where activities will be conducted.	Weeks 1-4 and ongoing	List will kept on file.
	2.3	Develop a presentation outline for outreach to be conducted on site.	Weeks 1-4	
	2.3a	Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	2.4	Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	2.4a	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved materials will be kept on file.
	2.5	Prepare list of tobacco cessation programs and hotline numbers for distribution during in-house activities.	Weeks 1-4	List will be kept on file.
	2.6	Prepare monthly calendars including locations, dates and times of activities.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	2.7	Establish and maintain list of individuals who are responsive to tobacco program activities.	Weeks 5-52	List will be kept on file.
	2.8	Conduct outreach activities within agency and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM July 1, 2004 through June 30, 2005 SCOPE OF WORK

AGENCY NAME: FIELD(Agency)

										357400	ت ندا	
										FIELD(comment)	TOBACCO OUTREACH #3 3. Conduct FIELD(TO3) small events (29-75 participants) to advocate tobacco issues & available services.	MEASURABLE OBJECTIVES
3.9	3.8	3.7	3.6a	3.6	3.5a	3.5	3.4a	3.4	3.3	3.2	3.1	
Conduct small events and complete appropriate evaluation forms.	Prepare monthly calendars, including locations, dates and times of events.	Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Identify outreach and educational materials for distribution to the community.	Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	As appropriate, develop flyers, bulletins, and announcements promoting events.	Prior to conducting activities, submit presentation outline to DHS for review and approval.	Develop a presentation outline for small events.	Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	IMPLEMENTATION
Weeks 5-52	Weeks 1 - 4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved outreach and educational materials will be kept on file.	CLEDY	Approval letters and approved flyers, bulletins and announcements will be kept on file		Approval letter and approved outline will be kept on file.	-	List will be kept on file.	List will be kept on file.	Approval letter and approved action plan will be kept on file.	EVALUATION

July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

								FIELD(comment)	prior written approval from your contract manager.	У e	or	MEASURABLE OBJECTIVES
4.9	4.8	4.7	4.6a	4.6	4.5a	4.5	4.4a	4.4	4.3	4.2	4.1	
Conduct large events and complete appropriate evaluation forms.	Prepare monthly calendars, including locations, dates and times of events.	Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Prior to distribution of outreach and educational materials, submit samples to DHS for review approval.	Identify outreach and educational materials for distribution to the community.	Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	As appropriate, develop flyers, bulletins, and announcements promoting events.	Prior to conducting activities, submit presentation outline to DHS for review and approval.	Develop a presentation outline for large events.	Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved outreach and educational materials will be kept on file.	S P	Approval letters and approved flyers, bulletins and announcements will be kept		Approval letter and approved outline will be kept on file.		List will be kept on file	List will be kept on file.	Approval letter and approved action plan will be kept on file.	EVALUATION

July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

5.7	5.6	5.5	5.4a	5.4	makers. 5.3 FIELD(comment)	communities and refer participants to appropriate services. Also, individual or small group contact with key decision-	projects, parks & recreation centers, religious organizations, or other local	TOBACCO OUTREACH #5 5.1 6. Conduct FIELD(TO5) small (10-30 participants) group meeting in boys &	MEASURABLE OBJECTIVES
Make presentations at small group meetings and complete appropriate evaluation forms.	Prepare monthly calendars, including locations, dates and times of presentations.	Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings.	Prior to distribution of educational materials, submit samples to DHS for review and approval.	Identify and/or develop educational materials to be used during presentations.	Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Prior to conducting activities, submit outline to DHS for review and approval.	Develop an outline for presentations about tobacco control topics and issues.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	Week 1-4	Weeks 1-4	TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved educational materials will be kept on file.		List will be kept on file.	Approval letter and approved outline will be kept on file.		Approval letter and approved action plan will be kept on file.	EVALUATION

July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

6.7	6.6	6.5	6.4a	6.4	6.3	participants to services. 6.2a FIELD(comment)	venues to increase awareness, mobilize support for policy goals and refer	6. Conduct FIELD(TO6) large group meetings (more than 30 participants) in religious organizations, community	TOBACCO OUTREACH #6	MEASURABLE OBJECTIVES
Make presentations at large group meetings and complete appropriate evaluation forms.	Prepare monthly calendars, including location sites, dates, and times of presentations.	Prepare list of tobacco cessation programs and hotline numbers for distribution during large group meetings.	a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Identify and/or develop educational materials to be used during presentations.	Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	a Prior to conducting activities, submit outline to DHS for review and approval.	Develop an outline for presentations about tobacco control topics and issues.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-4	Weeks 1-4		TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved educational materials will be kept on file.		List will be kept on file.	Approval letter and approved outline will be kept on file.		Approval letter and approved action plan will be kept on file.		EVALUATION

July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

acceptability of tobacco use.				
MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
TOBACCO PREVENTION #1				
7. Conduct FIELD(TP1) single session group training of volunteer peer outreach workers (more than 10 participants). Minimum length of training: 3 hours	7.1	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
FIELD(comment)	7.2	Develop a presentation outline, curriculum and pretest/posttest for training.	Weeks 1-4	
	7.2a	Prior to conducting training, submit outline, curriculum and pretest/posttest to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline, curriculum and pretest/posttest will be kept on file.
	7.3	Identify and recruit youth to be trained.	Weeks 1-12	List will be kept on file.
	7.4	Identify and/or develop educational materials to be used during training.	Weeks 1-4	
	7.4a	Prior to training, submit samples of educational materials for to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	7.5	Prepare list of tobacco cessation programs and hotline numbers for distribution during training.	Weeks 1-4	List will be kept on file.
	7.6	Prepare monthly calendars, including location sites, dates and times of training sessions.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	7.7	Conduct training sessions and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

acceptability of tobacco use.	1			TANKE TANKE
MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
TOBACCO PREVENTION #2				
8. Conduct FIELD(TP2) small group single session training for tobacco prevention presentations (5-10 participants - 12	8.1	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
years or older). FIELD(comment)	8.2	Identify opportunities for prevention presentations to children or teens.	Weeks 1-4 and ongoing	List will be kept on file.
	8.3	Develop an outline for prevention presentations.	Weeks 1-4	
	8.3a	Prior to conducting prevention presentations, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	8.4	Identify and/or develop educational materials to be used during prevention presentations.	Weeks 1-4 and ongoing	
	8.4a	Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	8.5	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	8.6	Prepare a monthly calendars, including location sites, dates and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	8.7	Conduct prevention presentations and submit appropriate evaluations.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

MEASIDABLE OBJECTIVES		NOITATION	TIMELINE	EVALUATION
HEALTH PROMOTION #1	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
 Conduct FIELD(HP1) small group single session tobacco cessation services (5-20 participants) to smokers. 	9.1	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
FIELD(comment)	9.2	Identify opportunities for health promotion presentations to adults in the target group.	Weeks 1-4	List will be kept on file.
	9.3	Develop an outline for health promotion presentations to adults.	Weeks 1-4	
	9.3a	Prior to conducting presentations, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	9.4	Identify and/or develop educational materials to be used during health promotion presentations.	Weeks 1-4 and ongoing	
	9.4a	Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	9.5	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	9.6	Prepare monthly calendars, including location sites, dates, and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	9.7	Conduct presentations and submit appropriate evaluation forms to DHS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

brochures a tobacco dis	10.7 Observe at STAKE AG Protocol fo determine i cigarettes s or supervis ACT and/o	10.6 Prepare monthly comerchant outreach	10.5 Prepare list numbers fo	10.4a Prior to dis	10.4 Identify an used for m		the sale of single cigarettes, and tobacco advertising, and assess compliance with laws/regulations. 10.3 Develop an outline tobacco products	10.2	10.1	MEASURABLE OBJECTIVES	acceptability of tobacco use.
Observe at target facility to determine if they are in compliance with STAKE ACT. Refer to Merchant Outreach and Education Protocol for guidelines and required evaluations. Observe site to determine if facility is selling single cigarettes. Refer to single cigarettes section of the protocol for guidance. Meet with manager or supervisor of the facility to discuss the provisions of the STAKE ACT and/or single cigarette laws. Distribute DHS approved brochures and fact sheets as needed. If the site has a self service tobacco display, discuss the viability of removing such a display.		Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Identify and/or develop outreach and educational materials to be used for merchant outreach.	10.3a Prior to conducting outreach, submit outline to DHS for review and approval.	Develop an outline for merchant outreach to retail sites selling tobacco products.	Identify retail sites selling tobacco products (liquor stores, gas stations, convenience stores, etc.) to target for merchant outreach.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	IMPLEMENTATION	
	Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4	TIME LINE	
	Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letter and samples of approved materials will be kept on file.		Approval letter and approved outline will be kept on file.		List will be kept on file.	Approval letter and approved action plan will be kept on file.	EVALUATION	

July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

acceptability of topacco use.	ואסט האקהאיה א הייסאי		
MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
MERCHANT HEALTH PROMOTION #1	11.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing	Weeks 1-4	Approval letter and approved action plan will be kept on file.
 Conduct FIELD(MHP) employee training and distribute tobacco 	activities to be conducted.		
brochures/educational materials/law to merchants, assist merchants to remove	11.2 During initial merchant outreach contact, identify merchants in need of information regarding regulations that pertain to smoking and the	Weeks 1-4 and ongoing	List will be kept on file.
self-service displays or advertising, and/or provide employees with a list of	sale of tobacco.	(
available cessation programs and hotline numbers.	11.3 Develop a presentation outline for health promotion to merchants and their employees at retail sites selling tobacco products.	Weeks 1-4	
FIELD(comment)	11.3a Prior to conducting merchant health promotion, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	11.4 Identify and/or develop educational materials to be used for merchant health promotion.	Weeks 1-4	
	11.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved educational materials will be kept on file.
	11.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during merchant health promotion.	Weeks 1-4	List will be kept on file.
	11.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	11.7 Visit retail sites to provide merchants and employees with information regarding cessation programs, hotline telephone numbers, and how to protect themselves form ETS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

						FIELD(comment)	list of available cessation programs and	issues, discuss current state or local regulations that pertain to smoking in the workplace and provide employees with a	12. Face to face outreach (initial and follow-up visits) to FIELD(BOL) business owners/managers with three (3) or more employees to advocate for tobacco	BUSINESS OUTREACH #1	MEASURABLE OBJECTIVES
12.8	12.7	12.6	12.5	12.4a	12.4	12.3a	12.3	12.2	12.1		
Complete follow-up visits to ensure compliance with AB13.	Visit targeted businesses and observe facilities to determine if they are in compliance with AB13. If they are not, meet with manager or supervisor of the facility to discuss the provisions of AB13. Distribute brochures and fact sheets as needed. Refer to Small Business Outreach Protocol for guidelines and required evaluation forms.	Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during business outreach.	12.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Identify and/or develop outreach and educational materials to be used for business outreach.	Prior to conducting outreach, submit outline to DHS for review and approval.	Develop a presentation outline for business outreach.	Identify businesses to target for outreach using DHS information and other databases.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
Weeks 5-52	Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4		TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letter and samples of approved educational and outreach materials will be kept on file.		Approval letter and approved outline will be kept on file.		List will be kept on file.	Approval letter and approved action plan will be kept on file.		EVALUATION

July 1, 2004 through June 30, 2005

AGENCY NAME: FIELD(Agency)

(Agency)

SCHEDULE II

July 1, 2004 through June 30, 2005

CATEGORY 2

		July 1, 2004 through June 30, 2005 PROP 99 Reimbursement Amount
I.	UNIT COST (Based on 13 objectives)	\$84,500
II.	PROGRAM DEVELOPMENT*	0
III.	TOTAL BUDGET	\$84,500

^{*} Reimbursement is for the first month only and is based on a line item budget that is on file with DHS Tobacco Control and Prevention Program.

July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

acceptability of tobacco use.				
MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
TOBACCO OUTREACH #1				
1. Conduct PIELD (TO1) one-on-one outreach and advocacy, including surveys, outside of agency in targeted	jamah - Jumah	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
meetings or other meetings necessary to advocate for policy goals.	1.2	Identify potential locations for outreach, including housing complexes, beach and piers, and sites frequented by 18 to 24 year-olds.	Weeks 1-4 and ongoing	List will be kept on file.
FIELD(Comment)	1.3	Work with DHS to minimize duplication of services with other subcontractors.	Weeks 1-4 and ongoing	
	1.4	Develop a presentation outline for outreach to be conducted away from the agency.	Weeks 1-4	
	1.4a	Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	1.5	Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	1.5a	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved materials will be kept on file.
	1.6	Prepare list of tobacco cessation programs and hotline numbers for distribution during community outreach.	Weeks 1-4	List will be kept on file.
	1.7	Establish and maintain contact list of individuals and organizations that are potential collaborators on tobacco control issues and policies.	Weeks 5-52	List will be kept on file.
	1.8	Prepare monthly calendars, including locations, dates and times of activities.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	1.9	Conduct outreach and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

acceptability of tobacco use.				
MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
TOBACCO OUTREACH #2				
2. Conduct FIELD(TO2) one-on-one outreach and advocacy at clinics or programs within the agency.	2.1	During program development period, develop and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
FIELD(comment)	2.2	Identify programs within the agency where activities will be conducted.	Weeks 1-4 and ongoing	List will kept on file.
	2.3	Develop a presentation outline for outreach to be conducted on site.	Weeks 1-4	
	2.3a	Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	2.4	Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	2.4a	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved materials will be kept on file.
	2.5	Prepare list of tobacco cessation programs and hotline numbers for distribution during in-house activities.	Weeks 1-4	List will be kept on file.
	2.6	Prepare monthly calendars including locations, dates and times of activities.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	2.7	Establish and maintain list of individuals who are responsive to tobacco program activities.	Weeks 5-52	List will be kept on file.
	2.8	Conduct outreach activities within agency and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

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MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
TOBACCO OUTREACH #3	ر ا	During program development period, create and submit for DHS	Weeks 1-4	Approval letter and approved action plan
3. Conduct FIELD(TO3) small events (29-75 participants) to advocate tobacco		approval, an action plan incorporating objectives and describing activities to be conducted.		will be kept on file.
RIELD(comment)	3.2	Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	Weeks 1-4 and ongoing	List will be kept on file.
	3 :3	Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Weeks 1-4 and ongoing	List will be kept on file.
	3.4	Develop a presentation outline for small events.	Weeks 1-4	
	3.4a	Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	3.5	As appropriate, develop flyers, bulletins, and announcements promoting events.	Weeks 1-4 and ongoing	
	3.5a	Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and approved flyers, bulletins and announcements will be kept on file.
	3.6	Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	3.6a	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved outreach and educational materials will be kept on file.
	3.7	Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Weeks 1-4	List will be kept on file.
	3.8	Prepare monthly calendars, including locations, dates and times of events.	Weeks 1 - 4	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	3.9	Conduct small events and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

4,9	4.8	4.7	4.6a	4.6	4.5a	4.5	4.4a	FIELD(comment) 4.4	prior written approval from your contract 4.3 manager.	control issues & available services. The event must be planned and organized by	4.1 4. Conduct FIELD(TO4) large events (76 or more participants) to advocate tobacco.	MEASURABLE OBJECTIVES	acceptability of tobacco use.
Conduct large events and complete appropriate evaluation forms.	Prepare monthly calendars, including locations, dates and times of events.	Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Prior to distribution of outreach and educational materials, submit samples to DHS for review approval.	Identify outreach and educational materials for distribution to the community.	Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	As appropriate, develop flyers, bulletins, and announcements promoting events.	Prior to conducting activities, submit presentation outline to DHS for review and approval.	Develop a presentation outline for large events.	Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	IMPLEMENTATION	
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	TIME LINE	
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved outreach and educational materials will be kept on file.	OH THE	Approval letters and approved flyers, bulletins and announcements will be kept		Approval letter and approved outline will be kept on file.		List will be kept on file	List will be kept on file.	Approval letter and approved action plan will be kept on file.	EVALUATION	

July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

5	V	Vi	5	RIELD(comment) 5	ntact with key decision-	y T	ą.		MEASURABLE OBJECTIVES
5.7 M ap	5.6 Pr pr	5.5 Pr di	5.4a Pr fo	5.4 Id pr	5.3 Co	5.2a Pr ap	5.2 D	5.1 D	
Make presentations at small group meetings and complete appropriate evaluation forms.	Prepare monthly calendars, including locations, dates and times of presentations.	Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings.	Prior to distribution of educational materials, submit samples to DHS for review and approval.	Identify and/or develop educational materials to be used during presentations.	Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Prior to conducting activities, submit outline to DHS for review and approval.	Develop an outline for presentations about tobacco control topics and issues.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	Week 1-4	Weeks 1-4	TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved educational materials will be kept on file.		List will be kept on file.	Approval letter and approved outline will be kept on file.		Approval letter and approved action plan will be kept on file.	EVALUATION

July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

acceptability of topacco use.		TAIDT PAGENTA TYON	TIME I INE	FVALITATION
MEASURABLE OBJECTIVES		IMFLEMENIATION	THE LAND	E TANE CANAL CAN
TOBACCO OUTREACH #6				
6. Conduct FIELD(TO6) large group meetings (more than 30 participants) in religious organizations, community	6.1	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
venues to increase awareness, mobilize support for policy goals and refer	6.2	Develop an outline for presentations about tobacco control topics and issues.	Weeks 1-4	
participants to services. FIELD(comment)	6.2a	Prior to conducting activities, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	6.3	Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Weeks 1-4 and ongoing	List will be kept on file.
	6.4	Identify and/or develop educational materials to be used during presentations.	Weeks 1-4	
	6.4a	Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letters and samples of approved educational materials will be kept on file.
	6.5	Prepare list of tobacco cessation programs and hotline numbers for distribution during large group meetings.	Weeks 1-4	List will be kept on file.
	6.6	Prepare monthly calendars, including location sites, dates, and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	6.7	Make presentations at large group meetings and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

							RIELD(comment)	each	TOBACCO PREVENTION #1	MEASURABLE OBJECTIVES
7.7 C	7.6 Pı tr	7.5 Pı di	7.4a P ₁ fo	7.4 Id	7.3 Id	7.2a Pı pı	7.2 D	7.1 D aq ac		
Conduct training sessions and complete appropriate evaluation forms.	Prepare monthly calendars, including location sites, dates and times of training sessions.	Prepare list of tobacco cessation programs and hotline numbers for distribution during training.	Prior to training, submit samples of educational materials for to DHS for review and approval.	Identify and/or develop educational materials to be used during training.	Identify and recruit youth to be trained.	Prior to conducting training, submit outline, curriculum and pretest/posttest to DHS for review and approval.	Develop a presentation outline, curriculum and pretest/posttest for training.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-12	Weeks 1-4	Weeks 1-4	Weeks 1-4		TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved educational materials will be kept on file.		List will be kept on file.	Approval letter and approved outline, curriculum and pretest/posttest will be kept on file.		Approval letter and approved action plan will be kept on file.		EVALUATION

July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

TOBACCO PREVENTION #2 8. Conduct FIELD(TP2) small group single session training for tobacco prevention presentations (5-10 participants - 12 years or older). FIELD(comment)	8.2	IMPLEMENTATION During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted. Identify opportunities for prevention presentations to children or teens.	TIME LINE Weeks 1-4 Weeks 1-4 and ongoing	EVALUATION Approval letter and approved action plan will be kept on file. List will be kept on file.
FIELD(comment)	8.3	teens. Develop an outline for prevention presentations.	ongoing Weeks 1-4	
	8.3a	Prior to conducting prevention presentations, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	8.4	Identify and/or develop educational materials to be used during prevention presentations.	Weeks 1-4 and ongoing	
-	8.4a	Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	8.5	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	8.6	Prepare a monthly calendars, including location sites, dates and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	8.7	Conduct prevention presentations and submit appropriate evaluations.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

acceptability of tobacco use.				
MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
HEALTH PROMOTION #1				
9. Conduct FIELD(HP1) small group single session tobacco cessation services (5-20 participants) to smokers.	9.1	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
RIELD(comment)	9.2	Identify opportunities for health promotion presentations to adults in the target group.	Weeks 1-4	List will be kept on file.
	9.3	Develop an outline for health promotion presentations to adults.	Weeks 1-4	
	9.3a	Prior to conducting presentations, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	9.4	Identify and/or develop educational materials to be used during health promotion presentations.	Weeks 1-4 and ongoing	
	9.4a	Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	9.5	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	9.6	Prepare monthly calendars, including location sites, dates, and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	9.7	Conduct presentations and submit appropriate evaluation forms to DHS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

						FIELD(comment)	the sale of single cigarettes, and tobacco advertising, and assess compliance with laws/regulations.	advocate for tobacco issues, discuss current state or local regulations that	MERCHANT OUTREACH #1 10. Face to face outreach (initial and follow-	MEASURABLE OBJECTIVES	acceptability of tobacco use.
10.8	10.7	10.6	10.5	10.4a	10.4	10.3a	10.3	10.2	10.1		
Make follow-up visits to determine compliance with STAKE ACT.	Observe at target facility to determine if they are in compliance with STAKE ACT. Refer to Merchant Outreach and Education Protocol for guidelines and required evaluations. Observe site to determine if facility is selling single cigarettes. Refer to single cigarettes section of the protocol for guidance. Meet with manager or supervisor of the facility to discuss the provisions of the STAKE ACT and/or single cigarette laws. Distribute DHS approved brochures and fact sheets as needed. If the site has a self service tobacco display, discuss the viability of removing such a display.	Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Identify and/or develop outreach and educational materials to be used for merchant outreach.	Prior to conducting outreach, submit outline to DHS for review and approval.	Develop an outline for merchant outreach to retail sites selling tobacco products.	Identify retail sites selling tobacco products (liquor stores, gas stations, convenience stores, etc.) to target for merchant outreach.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	IMPLEMENTATION	
Weeks 5-52	Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4	TIME LINE	
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letter and samples of approved materials will be kept on file.		Approval letter and approved outline will be kept on file.		List will be kept on file.	Approval letter and approved action plan will be kept on file.	EVALUATION	

July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

acceptability of tobacco use. MEASURABLE OBJECTIVES	IMPLEMENTATION	TIME LINE	EVALUATION
MERCHANT HEALTH PROMOTION #1 11. Conduct FIELD (MHP) employee	11.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
	11.2 During initial merchant outreach contact, identify merchants in need of information regarding regulations that pertain to smoking and the sale of tobacco.	Weeks 1-4 and ongoing	List will be kept on file
and/or provide employees with a list of available cessation programs and hotline numbers.	11.3 Develop a presentation outline for health promotion to merchants and their employees at retail sites selling tobacco products.	Weeks 1-4	
FIELD(comment)	11.3a Prior to conducting merchant health promotion, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	11.4 Identify and/or develop educational materials to be used for merchant health promotion.	Weeks 1-4	
	11.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved educational materials will be kept on file
	11.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during merchant health promotion.	Weeks 1-4	List will be kept on file
	11.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	11.7 Visit retail sites to provide merchants and employees with information regarding cessation programs, hotline telephone numbers, and how to protect themselves form ETS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

						FIELD(comment)	essation programs and		more	BUSINESS OUTREACH #1	MEASURABLE OBJECTIVES
12.8 Complete follow-up visits to ensure compliance with AB13.	12.7 Visit targeted businesses and observe facilities to determine if they are in compliance with AB13. If they are not, meet with manager or supervisor of the facility to discuss the provisions of AB13. Distribute brochures and fact sheets as needed. Refer to Small Business Outreach Protocol for guidelines and required evaluation forms.	12.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	12.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during business outreach.	12.4a Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	12.4 Identify and/or develop outreach and educational materials to be used for business outreach.	12.3a Prior to conducting outreach, submit outline to DHS for review and approval.	12.3 Develop a presentation outline for business outreach.	12.2 Identify businesses to target for outreach using DHS information and other databases.	12.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
Weeks 5-52	Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4		TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letter and samples of approved educational and outreach materials will be kept on file.		Approval letter and approved outline will be kept on file.		List will be kept on file.	Approval letter and approved action plan will be kept on file.		EVALUATION

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2005 through June 30, 2006

AGENCY NAME: FIELD(Agency)

acceptability of topacco use.	IMPLEMENTATION	TIME LINE	EVALUATION
BUSINESS HEALTH PROMOTION #1			
13. Conduct PIELD(BHP1) employee training, distribute self-help materials and other tobacco brochures/educational	13.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
materials/laws in small businesses, and/or provide employees with a list of available cessation programs and hotline nubmers.	13.2 Work with DHS to identify businesses in need of information regarding smoke free workplace laws.	Weeks 1-4	List will be kept on file.
FIELD(comment)	13.3 Develop a presentation outline for business health promotion.	Weeks 1-4	
	13.3a Prior to conducting business health promotion, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	13.4 Identify and/or develop educational materials appropriate for business health promotion.	Weeks 1-4	
	13.4a Prior to distribution of educational materials, submit to DHS for review and approval.	Weeks 1-4	Approval letter and approved educational materials will be kept on file.
	13.5 Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at businesses.	Weeks 1-4	List will be kept on file.
	13.6 Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	13.7 Visit business sites to provide employees with information regarding the smoke free workplace law, tobacco cessation programs and hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

(Agency)

SCHEDULE III

July 1, 2005 through June 30, 2006

CATEGORY 2

		July 1, 2005 through June 30, 2006 PROP 99 Reimbursement Amount
I.	UNIT COST (Based on 13 objectives)	\$84,500
II.	PROGRAM DEVELOPMENT*	0
m.	TOTAL BUDGET	\$84,500

^{*} Reimbursement is for the first month only and is based on a line item budget that is on file with DHS Tobacco Control and Prevention Program.

July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

acceptability of robused use.	1		CALVA A LAN TANK	INOAL TAX A TAXA
MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
TOBACCO OUTREACH #1				
1. Conduct FIELD(TO1) one-on-one outreach and advocacy, including surveys, outside of agency in targeted)	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
areas. Attending ICFF-mandated meetings or other meetings necessary to advocate for policy goals.	1.2	Identify potential locations for outreach, including housing complexes, beach and piers, and sites frequented by 18 to 24 year-olds.	Weeks 1-4 and ongoing	List will be kept on file.
FIELD(comment)	1.3	Work with DHS to minimize duplication of services with other subcontractors.	Weeks 1-4 and ongoing	
	<u>.</u> 4	Develop a presentation outline for outreach to be conducted away from the agency.	Weeks 1-4	
	1.4a	Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	1.5	Identify outreach and educational materials for distribution to the community.	Weeks 1-4 and ongoing	
	1.5a	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved materials will be kept on file.
	1.6	Prepare list of tobacco cessation programs and hotline numbers for distribution during community outreach.	Weeks 1-4	List will be kept on file.
	1.7	Establish and maintain contact list of individuals and organizations that are potential collaborators on tobacco control issues and policies.	Weeks 5-52	List will be kept on file.
	1.8	Prepare monthly calendars, including locations, dates and times of activities.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	1.9	Conduct outreach and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

MEASURABLE OBJECTIVES	TOBACCO OUTREACH #2	Conduct FIELD(TO2) one-on-one outreach and advocacy at clinics or approva activitie	FIELD(comment) 2.2 Identify pr	2.3 Develo	2.3a Prior to c	2.4 Identify out community	2.4a Prior to samples	2.5 Prepare distribu	2.6 Prepare r activities		2.7 Establic tobaccc
IMPLEMENTATION		During program development period, develop and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Identify programs within the agency where activities will be conducted.	Develop a presentation outline for outreach to be conducted on site.	Prior to conducting activities, submit outline to DHS for review and approval.	Identify outreach and educational materials for distribution to the community.	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Prepare list of tobacco cessation programs and hotline numbers for distribution during in-house activities.	Prepare monthly calendars including locations, dates and times of activities.	Establish and maintain list of individuals who are responsive to	Co Comment many intraction
TIME LINE		Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	Monthly	Weeks 5-52	
EVALUATION		Approval letter and approved action plan will be kept on file.	List will kept on file.		Approval letter and approved outline will be kept on file.		Approval letters and samples of approved materials will be kept on file.	List will be kept on file.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

acceptability of tobacco use. MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	
TOBACCO OUTREACH #3				
3. Conduct HELD(TO3) small events (29-75 participants) to advocate tobacco issues & available services	3.1	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	4
FIELD(comment)	3.2	Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	Weeks 1-4 and ongoing	-4 and
	3.3	Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Weeks 1-4 and ongoing	-4 and
	3.4	Develop a presentation outline for small events.	Weeks 1-4	1-4
	3.4a	Prior to conducting activities, submit presentation outline to DHS for review and approval.	Weeks 1-4	s 1-4
	3.5	As appropriate, develop flyers, bulletins, and announcements promoting events.	Weeks 1 ongoing	Weeks 1-4 and ongoing
	3.5a	Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	Weeks 1 ongoing	Weeks 1-4 and ongoing
	3.6	Identify outreach and educational materials for distribution to the community.	Weeks 1 ongoing	Weeks 1-4 and ongoing
	3.6a	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks I ongoing	Weeks 1-4 and ongoing
	3.7	Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	We	Weeks 1-4
	3.8	Prepare monthly calendars, including locations, dates and times of events.	W	Weeks 1 - 4
	3.9	Conduct small events and complete appropriate evaluation forms.	We	Weeks 5-52

July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

								FIELD(comment)	contractor and requires at least 50 days prior written approval from your contract manager.	control issues & available services. The event must be planned and organized by	TOBACCO OUTREACH #4 4. Conduct FIELD(TO4) large events (76 or	MEASURABLE OBJECTIVES
4.9	4.8	4.7	4.6a	4.6	4.5a	4.5	4.4a	4.4	4.3	4.2	4.1	
Conduct large events and complete appropriate evaluation forms.	Prepare monthly calendars, including locations, dates and times of events.	Prepare list of tobacco cessation programs and hotline numbers for distribution during events.	Prior to distribution of outreach and educational materials, submit samples to DHS for review approval.	Identify outreach and educational materials for distribution to the community.	Prior to distribution, submit flyers, bulletins and announcements to DHS for review and approval.	As appropriate, develop flyers, bulletins, and announcements promoting events.	Prior to conducting activities, submit presentation outline to DHS for review and approval.	Develop a presentation outline for large events.	Identify or organize events for the purpose of conducting tobacco control outreach and education activities.	Identify agencies, organizations and individuals that are potential collaborators on tobacco control issues and policies.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved outreach and educational materials will be kept on file.		Approval letters and approved flyers, bulletins and announcements will be kept on file		Approval letter and approved outline will be kept on file.		List will be kept on file	List will be kept on file.	Approval letter and approved action plan will be kept on file.	EVALUATION

LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES - TOBACCO CONTROL AND PREVENTION PROGRAM SCOPE OF WORK July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

5.7	5.6	5.5	5.4a	5.4	makers. 5.3	communities and refer participants to appropriate services. Also, individual or	projects, parks & recreation centers, religious organizations, or other local	TOBACCO OUTREACH #5 5.1 5. Conduct FIELD(TO5) small (10-30 participants) group meeting in boys &	MEASURABLE OBJECTIVES	acceptantity of tonacce use.
Make presentations at small group meetings and complete appropriate evaluation forms.	Prepare monthly calendars, including locations, dates and times of presentations.	Prepare list of tobacco cessation programs and hotline numbers for distribution during small group meetings.	Prior to distribution of educational materials, submit samples to DHS for review and approval.	Identify and/or develop educational materials to be used during presentations.	Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	Prior to conducting activities, submit outline to DHS for review and approval.	Develop an outline for presentations about tobacco control topics and issues.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	IMPLEMENTATION	
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4 and ongoing	Weeks 1-4	Week 1-4	Weeks 1-4	TIMELINE	
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved educational materials will be kept on file.		List will be kept on file.	Approval letter and approved outline will be kept on file.		Approval letter and approved action plan will be kept on file.	EVALUATION	

July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

acceptability of tobacco use. GOAL: Reduce the burden of disease and disability through policies that counter pro-tobacco influences, create smoke-free environments, and influence social norms so as to reduce the

						FIELD(comment)	eness, mobilize and refer		TOBACCO OUTREACH #6	MEASURABLE OBJECTIVES
6.7 Make presentations at large group meetings and complete appropriate evaluation forms.	6.6 Prepare monthly calendars, including location sites, dates, and times of presentations.	6.5 Prepare list of tobacco cessation programs and hotline numbers for distribution during large group meetings.	6.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	6.4 Identify and/or develop educational materials to be used during presentations.	6.3 Contact community-based agencies and organizations to schedule presentations on tobacco control topics and issues.	6.2a Prior to conducting activities, submit outline to DHS for review and approval.	6.2 Develop an outline for presentations about tobacco control topics and issues.	6.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION
Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4 and ongoing	Weeks 1-4	Weeks 1-4	Weeks 1-4		TIME LINE
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letters and samples of approved educational materials will be kept on file.		List will be kept on file.	Approval letter and approved outline will be kept on file.		Approval letter and approved action plan will be kept on file.		EVALUATION

July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

acceptability of tobacco use.	1			
MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
TOBACCO PREVENTION #1				
7. Conduct FIELD(TP1) single session group training of volunteer peer outreach workers (more than 10 participants).	7.1	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
FIELD(comment)	7.2	Develop a presentation outline, curriculum and pretest/posttest for training.	Weeks 1-4	
	7.2a	Prior to conducting training, submit outline, curriculum and pretest/posttest to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline, curriculum and pretest/posttest will be kept on file.
	7.3	Identify and recruit youth to be trained.	Weeks 1-12	List will be kept on file.
	7.4	Identify and/or develop educational materials to be used during training.	Weeks 1-4	
	7.4a	Prior to training, submit samples of educational materials for to DHS for review and approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	7.5	Prepare list of tobacco cessation programs and hotline numbers for distribution during training.	Weeks 1-4	List will be kept on file.
	7.6	Prepare monthly calendars, including location sites, dates and times of training sessions.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	7.7	Conduct training sessions and complete appropriate evaluation forms.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

acceptability of tobacco ase.	1			
MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
TOBACCO PREVENTION #2				
8. Conduct FIELD(TP2) small group single session training for tobacco prevention presentations (5-10 participants - 12	8.1	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
FIELD(comment)	8.2	Identify opportunities for prevention presentations to children or teens.	Weeks 1-4 and ongoing	List will be kept on file.
	8.3	Develop an outline for prevention presentations.	Weeks 1-4	
	8.3a	Prior to conducting prevention presentations, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	8.4	Identify and/or develop educational materials to be used during prevention presentations.	Weeks 1-4 and ongoing	
	8.4a	Prior to distribution of educational materials, submit samples to DHS for approval.	Weeks 1-4 and ongoing	Approval letters and samples of approved educational materials will be kept on file.
	8.5	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	8.6	Prepare a monthly calendars, including location sites, dates and times of presentations.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	8.7	Conduct prevention presentations and submit appropriate evaluations.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

acceptability of tobacco use.	MEASURABLE OBJECTIVES IMPLEMENTATION TIM	HEALTH PROMOTION #1	9. Conduct FIELD(HP1) small group single session tobacco cessation services (5-20 participants) to smokers. 9.1 During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	FIELD(comment) 9.2 Identify opportunities for health promotion presentations to adults in the target group. Weeks	9.3 Develop an outline for health promotion presentations to adults. Weeks	9.3a Prior to conducting presentations, submit outline to DHS for review Weeks and approval.	9.4 Identify and/or develop educational materials to be used during Weeks ongoing	9.4a Prior to distribution of educational materials, submit samples to DHS ongoing	9.5 Prepare list of tobacco cessation programs and hotline telephone Weeks numbers for dissemination at presentations.		9.6 Prepare monthly calendars, including location sites, dates, and times of presentations.
	TIME LINE		submit for DHS Weeks 1-4 and describing	ntations to adults in Weeks 1-4	itions to adults. Weeks 1-4	to DHS for review Weeks 1-4	be used during Weeks 1-4 and ongoing		otline telephone Weeks 1-4		
	INE EVALUATION		Approval letter and approved action plan will be kept on file.	List will be kept on file.		Approval letter and approved outline will be kept on file.	and	Approval letters and samples of approved educational materials will be kept on file.	List will be kept on file.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	

July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

acceptability of tobacco use.				
MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
MERCHANT OUTREACH #1	10.1	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing	Weeks 1-4	Approval letter and approved action plan will be kept on file.
10. Face to face outreach (initial and follow-		activities to be conducted.		
advocate for tobacco issues, discuss	10.2	Identify retail sites selling tobacco products (liquor stores, gas	Weeks 1-4 and ongoing	List will be kept on file.
pertain to the sale of tobacco to minors,		outhous, woll wheeless control and	(
the sale of single cigarettes, and tobacco advertising, and assess compliance with	10.3	Develop an outline for merchant outreach to retail sites selling tobacco products.	Weeks 1-4	
laws/regulations.	100	Deign to conducting outrooch submit outling to DHS for review and	Weeks 1-4	Approval letter and approved outline will
FIELD(comment)	10.3a	approval.	W CCN3 17-T	be kept on file.
	10.4	Identify and/or develop outreach and educational materials to be used for merchant outreach.	Weeks 1-4	
	10.4a	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Weeks 1-4	Approval letter and samples of approved materials will be kept on file.
	10.5	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at presentations.	Weeks 1-4	List will be kept on file.
	10.6	Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	10.7	Observe at target facility to determine if they are in compliance with STAKE ACT. Refer to Merchant Outreach and Education Protocol for guidelines and required evaluations. Observe site to determine if facility is selling single cigarettes. Refer to single cigarettes section of the protocol for guidance. Meet with manager or supervisor of the facility to discuss the provisions of the STAKE ACT and/or single cigarette laws. Distribute DHS approved brochures and fact sheets as needed. If the site has a self service tobacco display, discuss the viability of removing such a display.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.
	10.8	Make follow-up visits to determine compliance with STAKE ACT.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

MEASURABLE OBJECTIVES MERCHANT HEALTH PROMOTION #1	= = = = = = = = = = = = = = = = = = = =	IMPLEMENTATION During program development period, create and submit for DHS	TIME LINE Weeks 1-4	EVALUATION Approval letter and approved action plan
 Conduct FIELD(MHP) employee training and distribute tobacco 	න <u>;</u>	activities to be conducted.		·····
brochures/educational materials/law to merchants, assist merchants to remove self-service displays or advertising,	11.2 E	During initial merchant outreach contact, identify merchants in need of information regarding regulations that pertain to smoking and the sale of tobacco.	Weeks 1-4 and ongoing	
available cessation programs and hotline numbers.	11.3 E	Develop a presentation outline for health promotion to merchants and their employees at retail sites selling tobacco products.	Weeks 1-4	
FIELD(comment)	11.3a P	11.3a Prior to conducting merchant health promotion, submit outline to DHS for review and approval.	Weeks 1-4	
	11.4 10	Identify and/or develop educational materials to be used for merchant health promotion.	Weeks 1-4	
	11.4a P	11.4a Prior to distribution of educational materials, submit samples to DHS for review and approval.	Weeks 1-4	
	111.5 P	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during merchant health promotion.	Weeks 1-4	
	11.6 P	Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	
	11.7 V	Visit retail sites to provide merchants and employees with information regarding cessation programs, hotline telephone numbers, and how to protect themselves form ETS.	Weeks 5-52	2

July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

						FIELD(comment)	list of available cessation programs and	employees, to advocate for tobacco issues, discuss current state or local regulations that pertain to smoking in the	12. Face to face outreach (initial and follow-up visits) to FIELD(BO1) business owners/managers with face (3) or more	BUSINESS OUTREACH #1	MEASURABLE OBJECTIVES	acceptantity of tootace age.
12.8 (12.7	12.6 I	12.5 I	12.4a I	12.4 I	12.3a I	12.3 I	12.2	12.1			
Complete follow-up visits to ensure compliance with AB13.	Visit targeted businesses and observe facilities to determine if they are in compliance with AB13. If they are not, meet with manager or supervisor of the facility to discuss the provisions of AB13. Distribute brochures and fact sheets as needed. Refer to Small Business Outreach Protocol for guidelines and required evaluation forms.	Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination during business outreach.	Prior to distribution of outreach and educational materials, submit samples to DHS for review and approval.	Identify and/or develop outreach and educational materials to be used for business outreach.	Prior to conducting outreach, submit outline to DHS for review and approval.	Develop a presentation outline for business outreach.	Identify businesses to target for outreach using DHS information and other databases.	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.		IMPLEMENTATION	
Weeks 5-52	Weeks 5-52	Monthly	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4	Weeks 1-4		TIME LINE	
Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Submit appropriate evaluation forms to DHS by the fifth working day of each month.	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.	List will be kept on file.	Approval letter and samples of approved educational and outreach materials will be kept on file.		Approval letter and approved outline will be kept on file.		List will be kept on file.	Approval letter and approved action plan will be kept on file.		EVALUATION	

July 1, 2006 through June 30, 2007

AGENCY NAME: FIELD(Agency)

acceptability of tobacco use.				
MEASURABLE OBJECTIVES		IMPLEMENTATION	TIME LINE	EVALUATION
BUSINESS HEALTH PROMOTION #1				
13. Conduct FIELD(BHP1) employee training, distribute self-help materials and other tobacco brochures/educational	 	During program development period, create and submit for DHS approval, an action plan incorporating objectives and describing activities to be conducted.	Weeks 1-4	Approval letter and approved action plan will be kept on file.
materials/laws in small businesses, and/or provide employees with a list of available cessation programs and hotline nubmers.	13.2	Work with DHS to identify businesses in need of information regarding smoke free workplace laws.	Weeks 1-4	List will be kept on file.
PIELD(comment)	13.3	Develop a presentation outline for business health promotion.	Weeks 1-4	
	13.38	13.3a Prior to conducting business health promotion, submit outline to DHS for review and approval.	Weeks 1-4	Approval letter and approved outline will be kept on file.
	13.4	Identify and/or develop educational materials appropriate for business health promotion.	Weeks 1-4	
	13.4a	13.4a Prior to distribution of educational materials, submit to DHS for review and approval.	Weeks 1-4	Approval letter and approved educational materials will be kept on file.
	13.5	Prepare list of tobacco cessation programs and hotline telephone numbers for dissemination at businesses.	Weeks 1-4	List will be kept on file.
	13.6	Prepare monthly calendars, including locations, dates, and times of merchant outreach.	Monthly	Monthly calendar of projected activities will be submitted to DHS by the fifth working day of each month.
	13.7	Visit business sites to provide employees with information regarding the smoke free workplace law, tobacco cessation programs and hotline telephone numbers, and how to protect themselves from ETS.	Weeks 5-52	Submit appropriate evaluation forms to DHS by the fifth working day of each month.

(Agency)

SCHEDULE IV

July 1, 2006 through June 30, 2007

CATEGORY 2

		July 1, 2006 through June 30, 2007 PROP 99 Reimbursement Amount
I.	UNIT COST (Based on 13 objectives)	\$84,500
II.	PROGRAM DEVELOPMENT*	. 0
III.	TOTAL BUDGET	\$84,500

^{*} Reimbursement is for the first month only and is based on a line item budget that is on file with DHS Tobacco Control and Prevention Program.

Contract No. <u>H-700228-1</u>

TOBACCO CONTROL AND PREVENTION MEDIA ADVERTISING, PUBLIC RELATIONS AND PUBLIC EDUCATION SERVICES AGREEMENT

Amendment No. 1

	THIS AMENDMENT is made a	and entered into this day
of _		2004,
	by and between	COUNTY OF LOS ANGELES (hereafter "County"),
	and	RON ROGERS & ASSOCIATES (hereafter "Contractor")

WHEREAS reference is made to that certain document entitled "RON ROGERS AND ASSOCIATES", dated January 6, 2004, and further identified as County Agreement No. H-700228, between the County and Asian Youth Center ("Contractor") and any Amendments thereto (all hereafter referred to as "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to decrease the maximum County obligation and make other hereinafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

- 1. This Amendment shall be effective July 1, 2004.
- 2. Paragraph 1, TERM, shall be revised as follows:
 - "1. TERM: The term of this Agreement shall be effective the date of Board approval, and shall continue, unless sooner terminated or cancelled, in full force and effect, to and including June 30, 2005, with two (one) year automatic renewals through June 30, 2007, contingent upon the availability and approval of California Department of Health Services (CDHS) funding and the County's progress in meeting the contractual obligations for tobacco control and prevention services with the CDHS Tobacco Control Section.

In any event, this agreement may be cancelled or terminated at any time by either party, with or without cause, upon the giving of at least thirty (30) calendar days advance written notice to the other party. Further, County may also suspend the performance of services hereunder, in whole or in part, upon the giving of at least thirty (30) calendar days advance written notice to Contractor. County's notice shall set forth the extent of the suspension and the requirements for full restoration of the performance obligations.

Notwithstanding any other provision of this Agreement, the failure of Contractor or its officer, employees, agents, or subcontractors, to comply with any of the terms of this Agreement or any written directions by or on behalf of County issued pursuant hereto shall constitute a material breach hereto, and this Agreement may be terminated by County immediately. County's failure to exercise this right of termination shall not constitute a waiver of such right which may be exercised at any subsequent time.

- 3. Paragraph 2, <u>DESCRIPTION OF SERVICES</u>, shall be revised as follows:
 - "2. <u>DESCRIPTION OF SERVICES</u>: Contractor shall provide tobacco control and prevention services in the manner described in Attachments I, II, III, and IV Scopes of Work, attached hereto and incorporated herein by reference.

In addition, all services provided during the term of this Agreement shall be in the manner and form described herein and in the following documents, all of which are attached hereto and incorporated herein by reference:

- (1) Exhibit A Description of Services
- (2) Exhibit B State of California Department of Health Services Additional

Provisions

- (3) Exhibit C Educational Materials Standards
- (4) Exhibit D Guidelines on Use of Incentives."
- 4. Paragraph 5, <u>MAXIMUM OBLIGATION OF COUNTY</u>, shall be revised as follows:

"5. MAXIMUM OBLIGATION OF COUNTY:

- A. During the period of date of Board approval through June 30, 2004, the maximum obligation of County for all services provided hereunder shall not exceed Three Hundred Thousand Dollars (\$300,000). Contractor shall use such funds only to pay for services as set forth in Schedule 1, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.
- B. During the period July 1, 2004 through June 30, 2005, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Thousand, Dollars (\$200,000). Contractor shall use such funds only to pay for services as set forth in Schedule 2, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.
 - C. During the period July 1, 2005 through June 30,

2006, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Thousand, Dollars (\$200,000). Contractor shall use such funds only to pay for services as set forth in Schedule 3, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.

- D. During the period July 1, 2006 through June 30, 2007, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Thousand, Dollars (\$200,000). Contractor shall use such funds only to pay for services as set forth in Schedule 4, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County from the State.
- E. In no event shall County be required to pay Contractor more than the maximum obligation of County as set forth in this Paragraph."
- 5. Paragraph 19, <u>CONTRACTOR'S WARRANTY OF ADHERENCE TO</u>

 <u>COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM</u>, shall be revised as follows:
 - "19. <u>CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S</u>
 CHILD SUPPORT COMPLIANCE PROGRAM:

A. Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through contract are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

As required by County's Child Support Compliance
Program (County Code Chapter 2.200) and without limiting
Contractor's duty under this contract to comply with all
applicable provision of law, Contractor warrants that it
is now in compliance and shall during the term of this
contract maintain in compliance with employment and wage
reporting requirements as required by the Federal Social
Security Act (42 USC Section 653a) and California
Unemployment Insurance Code Section 1088.5, and shall
Implement all lawfully served Wage and Earnings
Withholding Orders or CSSD Notice of Wage and Earnings
Assignment for Child, Family, or Spousal Support,
pursuant to Code of Civil Procedure Section 706.031 and
Family Code Section 5246(b).

B. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN

COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM:

Failure of Contractor to maintain compliance with the requirements set forth in Paragraph 19 "CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM" shall constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within 90 calendar days of written notice shall be grounds upon which County may terminate this contract pursuant to Paragraph 29, "TERMINATION FOR CONTRACTOR'S DEFAULT" and pursue debarment of Contractor pursuant to County Code Chapter 2.202."

6. Paragraph 30, <u>CONTRACTOR RESPONSIBILITY AND DEBARMENT</u>, shall be revised as follows:

"30. <u>CONTRACTOR RESPONSIBILITY AND DEBARMENT</u>:

- A. A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible contractors.
- B. The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the

County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time not to exceed 3 years, and terminate any or all existing contracts the Contractor may have with the County.

of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicated a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

- D. If there is evidence that the Contract may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- E. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the contractor shall be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- F. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed

decision and recommendation of the Hearing Board.

- G. These terms shall also apply to [subcontractors/subconsultants] of County Contractors.
- 7. Effective July 1, 2004, Attachments II, III, and IV shall be added to the Agreement.
- 8. Effective July 1, 2004, Schedules 2, 3, and 4 shall be added to the Agreement.
- 9. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

/ / / / / / IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

Ву	
-	Thomas L. Garthwaite, M.D. Director and Chief Medical Officer
	RON ROGERS & ASSOCIATES
	Contractor
Ву	
	Signature
	Printed Name
Ti-	tle
	(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO CONTRACT

APPROVED AS TO FORM

ADMINISTRATION:

Department of Health Services

Irene E. Riley, Director
Contract Administration

BY THE OFFICE OF THE COUNTY COUNSEL

AMENDCD.3501 kh:5/27/04

			free laws.	1. By 6/30/05, implement a media campaign to increase public awareness, support and compliance with existing smoke-	OBJECTIVES
1.5	1.4	1.3	1.2		
After quantitative evaluation data is collected and analyzed by DHS, publicize results of media campaign.	Implement media campaign, using the messages and strategies developed. Involve task forces as necessary.	Conduct strategy meetings with task forces to ensure educational messages are consistent as well as culturally and linguistically appropriate. Ensure task force buy-in and support for the media campaign.	In conjunction with DHS and task forces, develop media messages and conduct a minimum of three focus groups with community members, to determine appropriateness of the messages.	Work with DHS and DHS-funded task forces to assess compliance with state and local smoke-free laws.	IMPLEMENTATION ACTIVITIES
Month 6	Months 4-6		Month 3	Month 1 Month 2	TIMELINE
Press releases will be submitted to DHS for approval and kept on file, with clippings of published articles.	Distribution lists, new educational material, community feedback, clippings, radio tapes, etc. will be kept on file.	kept on file.	DHS and copies kept on file. Meeting attendance and notes will be	Meeting attendance and notes will be kept on file. Focus group reports will be submitted to	METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES

			and movie industry.	2. By 6/30/05, implement a media campaign to counter protobacco influences in the media	OBJECTIVES
2.5	2.4	2.3	2.2	2.1	
After quantitative evaluation data is collected and analyzed by DHS, publicize results of media campaign.	Implement media campaign, using the messages and strategies developed. Involve task forces as necessary.	Conduct strategy meetings with task forces to ensure educational messages are consistent as well as culturally and linguistically appropriate. Ensure task force buy-in and support for the media campaign.	In conjunction with task forces, develop media messages and conduct a focus group with community members, to determine appropriateness of the messages.	Work with DHS-funded task forces and community members to identify issues.	IMPLEMENTATION ACTIVITIES
Month 6	Months 4-5	Month 3	Month 2	Month 1	TIMELINE
Press releases will be submitted to DHS for approval and kept on file, with clippings of published articles.	Distribution lists, educational and promotional material, community feedback, clippings, radio tapes, etc. will be kept on file.	Meeting attendance and notes will be kept on file.	Focus group reports will be submitted to DHS and copies kept on file.	Meeting attendance and notes will be kept on file.	METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES

Meeting attendance and notes will be kept on file.	Months 4-5	3.5 Meet with task force to discuss effectiveness of communication kits, signage and media messages.	
Training agendas and educational materials will be submitted to DHS for approval and kept on file.	Month 3	3.4 Distribute communication kits to task force members and conduct two message trainings for them.	
Focus group reports will be kept on file.	Month 2	3.3 Conduct two focus groups with community members, to determine appropriateness of the messages, signage and communication kits.	and by conducting two message trainings for the DHS-funded civic events task force.
Communication kits, media messages and signage will be submitted to DHS for approval. Copies will be kept on file.	Months 1-2	in conjunction with task force, develop media messages, smoke-free signage and two communication kits that are consistent as well as culturally and linguistically appropriate.	nights" by developing two communication kits and appropriate smoke-free signage,
Meeting attendance and notes will be kept on file.	Month 1		3. By 3/31/05, counter protobacco influences on community and civic events including
METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES	TIMELINE	IMPLEMENTATION ACTIVITIES	OBJECTIVES

OBJECTIVES 4. By 3/31/05, increase public	4.1	IMPLEMENTATION ACTIVITIES Work with community members and three DHS-	TIMELINE Month 1	METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES Meeting attendance and notes will be
4. By 3/31/05, increase public awareness of the hazards of secondhand smoke and the need for smoke-free policies in multiunit housing, on college campuses, and on beaches and piers by developing	4.1	Work with community members and three DHS-funded task forces to identify issues. In conjunction with task forces, develop media messages, smoke-free signage and three communication kits that are consistent as well as culturally and linguistically appropriate.	Month 1 Months 1-2	Meeting attendance and notes will be kept on file. Communication kits, media messages and signage will be submitted to DHS for approval. Copies will be kept on file.
appropriate smoke-free signage, and by conducting message training for three DHS-funded task forces.	4.3	Conduct three focus groups with community members, to determine appropriateness of the messages, signage and communication kits.	Month 2	
	4.4	Distribute communication kits to task forces and conduct three message trainings.	Month 3	Training agendas and educational materials will be submitted to DHS for approval and kept on file.
	4.5	Meet with task forces to discuss effectiveness of media messages, signage and communication kits.	Months 4-5	Meeting attendance and notes will be kept on file.

RON ROGERS & ASSOCIATES

July 1, 2004 through June 30, 2005

SCHEDULE 2

Public Relations Activities Hourly Fees*	\$109,000.00
Media Production and Placement	\$42,000.00
Vendor Services	\$10,000.00
Materials	\$20,000.00
Training/Technical Support and Assistance	\$14,000.00
Communication, Postage, Mileage, Other Expenses	\$5,000.00
TOTAL BUDGET	\$200,000.00

^{*}Hourly fees are for: 1) creating and overseeing implementation of events/promotions, 2) initiating and managing subcontracts, 3) developing public relations stories, and 4) processing invoices, reports and other administrative requirements. These hourly fees are negotiated based on industry standards in an effort to obtain fee uniformity among all media contractors. No less that 85% of these hourly fees will be devoted strictly to program implementation and public relations.

^{**}Industry standard media purchsing commission of 15% included in total

OBJECTIVES		IMPLEMENTATION ACTIVITIES		TIMELINE
1. By 6/30/06, implement a media campaign to increase public awareness, support and	jk - k	Work with DHS and DHS-funded task forces to assess compliance with state and local smoke-free laws.		Month 1
free laws.	1.2	In conjunction with DHS and task forces, develop media messages and conduct a minimum of three focus groups with community members, to determine appropriateness of the messages.		
	1.3	Conduct strategy meetings with task forces to ensure		Month 3
		educational messages are consistent as well as culturally and linguistically appropriate. Ensure task	*	
	W. Communication	force buy-in and support for the media campaign.		A THE STREET STREET
	<u>-</u> -	Implement modic compositors union the management		Months 4-6
		strategies developed. Involve task forces as necessary.	····	
	1.5	After quantitative evaluation data is collected and analyzed by DHS, publicize results of media campaign.		Month 6

			and movie industry.	2. By 6/30/06, implement a media campaign to counter protohacco influences in the media	OBJECTIVES
2.5	2.4	2.3	2.2	2.1	
After quantitative evaluation data is collected and analyzed by DHS, publicize results of media campaign.	Implement media campaign, using the messages and strategies developed. Involve task forces as necessary.	Conduct strategy meetings with task forces to ensure educational messages are consistent as well as culturally and linguistically appropriate. Ensure task force buy-in and support for the media campaign.	In conjunction with task forces, develop media messages and conduct a focus group with community members, to determine appropriateness of the messages.	Work with DHS-funded task forces and community members to identify issues.	IMPLEMENTATION ACTIVITIES
Month 6	Months 4-5	Month 3	Month 2	Month 1	TIMELINE
Press releases will be submitted to DHS for approval and kept on file, with clippings of published articles.	Distribution lists, educational and promotional material, community feedback, clippings, radio tapes, etc. will be kept on file.	Meeting attendance and notes will be kept on file.	Focus group reports will be submitted to DHS and copies kept on file.	Meeting attendance and notes will be kept on file.	METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES

		and by conducting two message trainings for the DHS-funded civic events task force.		3. By 3/31/06, counter protobacco influences on community and civic events including	OBJECTIVES
3.5	3.4	3.3	3.2	3.1	
Meet with task force to discuss effectiveness of communication kits, signage and media messages.	Distribute communication kits to task force members and conduct two message trainings for them.	Conduct two focus groups with community members, to determine appropriateness of the messages, signage and communication kits.	In conjunction with task force, develop media messages, smoke-free signage and two communication kits that are consistent as well as culturally and linguistically appropriate.	Work with DHS-funded task force and community members to identify issues.	IMPLEMENTATION ACTIVITIES
Months 4-5	Month 3	Month 2	Months 1-2	Month 1	TIMELINE
Meeting attendance and notes will be kept on file.	Training agendas and educational materials will be submitted to DHS for approval and kept on file.	Focus group reports will be kept on file.	Communication kits, media messages and signage will be submitted to DHS for approval. Copies will be kept on file.	Meeting attendance and notes will be kept on file.	METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES

A. By 3/31/06, increase public awareness of the hazards of secondhand smoke and the need for smokle-free policies in multi-campuses, and on beaches and piers by developing communication kits and appropriate smoke-free signage, and by conducting message training for three DHS-funded task forces. 4.1 Work with community members and three DHS-funded task forces, develop media messages, smoke-free signage and three communication kits and appropriate smoke-free signage, and by conducting message training for three DHS-funded task forces. 4.2 In conjunction with task forces, develop media messages, smoke-free signage and three communication kits and appropriate smoke-free signage, to determine appropriateness of the messages, signage and communication kits. 4.3 Conduct three focus groups with community members, to determine appropriateness of the messages, signage and communication kits. 4.4 Distribute communication kits to task forces and conduct three message trainings. 4.5 Meet with task forces to discuss effectiveness of media messages, signage and communication kits. Months 1-2 Communication kits, for approval. Copies will be kept on file. Focus group reports will be kept on file. Focus group reports will be kept on file. Months 3 Training agendas and educational materials will be submitted to DHS of approval and kept on file. Months 4-5 Meeting attendance and notes will be kept on file.				
4.1 Work with community members and three DHS- funded task forces to identify issues. 4.2 In conjunction with task forces, develop media messages, smoke-free signage and three communication kits that are consistent as well as culturally and linguistically appropriate. 4.3 Conduct three focus groups with community members, to determine appropriateness of the messages, signage and conduct three message trainings. 4.4 Distribute communication kits to task forces and conduct three message trainings. 4.5 Meet with task forces to discuss effectiveness of media messages, signage and communication kits.				
### IMPLEMENTATION ACTIVITIES ### IMPLEMENTATION ACTIVITIES ### ### ### ### ### ### ### ### ### #	Meeting attendance and notes will kept on file.	Months 4-5		
4.1 Work with community members and three DHS- funded task forces to identify issues. 4.2 In conjunction with task forces, develop media messages, smoke-free signage and three communication kits that are consistent as well as culturally and linguistically appropriate. 4.3 Conduct three focus groups with community members, to determine appropriateness of the messages, signage and communication kits.	Training agendas and educational materials will be submitted to DHS approval and kept on file.	Month 3		
IMPLEMENTATION ACTIVITIES 4.1 Work with community members and three DHS- funded task forces to identify issues. 4.2 In conjunction with task forces, develop media messages, smoke-free signage and three communication kits that are consistent as well as culturally and linguistically appropriate.	rocus group reports will be kept of	Z INIOIMI		appropriate smoke-free signage, and by conducting message training for three DHS-funded task forces.
IMPLEMENTATION ACTIVITIES 4.1 Work with community members and three DHS- funded task forces to identify issues. d 4.2 In conjunction with task forces, develop media messages, smoke-free signage and three	for approval. Copies will be kept of file.			campuses, and on beaches and piers by developing communication kits and
IMPLEMENTATION ACTIVITIES 4.1 Work with community members and three DHS- funded task forces to identify issues. TIMELINE Month 1	Communication kits, media messagand signage will be submitted to D	Months 1-2		secondhand smoke and the need for smoke-free policies in multi-unit housing, on college
IMPLEMENTATION ACTIVITIES TIMELINE	Meeting attendance and notes will kept on file.	Month 1		4. By 3/31/06, increase public awareness of the hazards of
	METHODS OF EVALUATION PROCESS AND/OR OUTCOM OBJECTIVES	TIMELINE	IMPLEMENTATION ACTIVITIES	OBJECTIVES

RON ROGERS & ASSOCIATES

July 1, 2005 through June 30, 2006

SCHEDULE 3

Public Relations Activities Hourly Fees*	\$109,000.00
Media Production and Placement	\$42,000.00
Vendor Services	\$10,000.00
Materials	\$20,000.00
Training/Technical Support and Assistance	\$14,000.00
Communication, Postage, Mileage, Other Expenses	\$5,000.00
TOTAL BUDGET	\$200,000.00

^{*}Hourly fees are for: 1) creating and overseeing implementation of events/promotions, 2) initiating and managing subcontracts, 3) developing public relations stories, and 4) processing invoices, reports and other administrative requirements. These hourly fees are negotiated based on industry standards in an effort to obtain fee uniformity among all media contractors. No less that 85% of these hourly fees will be devoted strictly to program implementation and public relations.

^{**}Industry standard media purchsing commission of 15% included in total

			free laws.	1. By 6/30/07, implement a media campaign to increase public awareness, support and compliance with existing smoke-	OBJECTIVES
1.5	1.4	1.3	1.2	-	
After quantitative evaluation data is collected and analyzed by DHS, publicize results of media campaign.	Implement media campaign, using the messages and strategies developed. Involve task forces as necessary.	Conduct strategy meetings with task forces to ensure educational messages are consistent as well as culturally and linguistically appropriate. Ensure task force huv-in and support for the media campaign	In conjunction with DHS and task forces, develop media messages and conduct a minimum of three focus groups with community members, to determine appropriateness of the messages.	Work with DHS and DHS-funded task forces to assess compliance with state and local smoke-free laws.	IMPLEMENTATION ACTIVITIES
Month 6	Months 4-6	. Treath	Month 3	Month 1 Month 2	TIMELINE
Press releases will be submitted to DHS for approval and kept on file, with clippings of published articles.	Distribution lists, new educational material, community feedback, clippings, radio tapes, etc. will be kept on file.	kept on file.	DHS and copies kept on file. Meeting attendance and notes will be	Meeting attendance and notes will be kept on file. Focus group reports will be submitted to	METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES

			and movie industry.	2. By 6/30/07, implement a media campaign to counter pro-	OBJECTIVES
2.5	2.4	2.3	2.2	2.1	
After quantitative evaluation data is collected and analyzed by DHS, publicize results of media campaign.	Implement media campaign, using the messages and strategies developed. Involve task forces as necessary.	Conduct strategy meetings with task forces to ensure educational messages are consistent as well as culturally and linguistically appropriate. Ensure task force buy-in and support for the media campaign.	In conjunction with task forces, develop media messages and conduct a focus group with community members, to determine appropriateness of the messages.	Work with DHS-funded task forces and community members to identify issues.	IMPLEMENTATION ACTIVITIES
Month 6	Months 4-5	Month 3	Month 2	Month 1	TIMELINE
Press releases will be submitted to DHS for approval and kept on file, with clippings of published articles.	Distribution lists, educational and promotional material, community feedback, clippings, radio tapes, etc. will be kept on file.	Meeting attendance and notes will be kept on file.	Focus group reports will be submitted to DHS and copies kept on file.	Meeting attendance and notes will be kept on file.	METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES

Meeting attendance and notes will be kept on file.	Months 4-5	3.5 Meet with task force to discuss effectiveness of communication kits, signage and media messages.	
Training agendas and educational materials will be submitted to DHS for approval and kept on file.	Month 3	3.4 Distribute communication kits to task force members and conduct two message trainings for them.	
Focus group reports will be kept on file.	Month 2	3.3 Conduct two focus groups with community members, to determine appropriateness of the messages, signage and communication kits.	and by conducting two message trainings for the DHS-funded civic events task force.
and signage will be submitted to DHS for approval. Copies will be kept on file.	1		ge,
Meeting attendance and notes will be kept on file. Communication kits, media messages	Month 1 Months 1-2	3.1 Work with DHS-funded task force and community members to identify issues. 3.2 In conjunction with task force, develop media	3. By 3/31/07, counter protobacco influences on community and civic events including tobacco snonsorship of "bar
METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES	TIMELINE	IMPLEMENTATION ACTIVITIES	OBJECTIVES

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Meeting attendance and notes will be kept on file.	Months 4-5	4.5 Meet with task forces to discuss effectiveness of media messages, signage and communication kits.	
Training agendas and educational materials will be submitted to DHS for approval and kept on file.	Month 3	4.4 Distribute communication kits to task forces and conduct three message trainings.	
Focus group reports will be kept on file.	Month 2	4.3 Conduct three focus groups with community members, to determine appropriateness of the messages, signage and communication kits.	appropriate smoke-free signage, and by conducting message training for three DHS-funded task forces.
Communication kits, media messages and signage will be submitted to DHS for approval. Copies will be kept on file.	Months 1-2	4.2 In conjunction with task forces, develop media messages, smoke-free signage and three communication kits that are consistent as well as culturally and linguistically appropriate.	for smoke-free policies in multi- unit housing, on college campuses, and on beaches and piers by developing communication kits and
Meeting attendance and notes will be kept on file.	Month 1	4.1 Work with community members and three DHS-funded task forces to identify issues.	4. By 3/31/07, increase public awareness of the hazards of secondhand smoke and the need
METHODS OF EVALUATION PROCESS AND/OR OUTCOME OF OBJECTIVES	TIMELINE	IMPLEMENTATION ACTIVITIES	OBJECTIVES

RON ROGERS & ASSOCIATES

July 1, 2006 through June 30, 2007

SCHEDULE 4

Public Relations Activities Hourly Fees*	#100 000 00
Hourly rees	\$109,000.00
Media Production and Placement	\$42,000.00
Vendor Services	\$10,000.00
Materials	\$20,000.00
Training/Technical Support and Assistance	\$14,000.00
Communication, Postage, Mileage, Other Expenses	\$5,000.00
TOTAL BUDGET	\$200,000.00

^{*}Hourly fees are for: 1) creating and overseeing implementation of events/promotions, 2) initiating and managing subcontracts, 3) developing public relations stories, and 4) processing invoices, reports and other administrative requirements. These hourly fees are negotiated based on industry standards in an effort to obtain fee uniformity among all media contractors. No less that 85% of these hourly fees will be devoted strictly to program implementation and public relations.

^{**}Industry standard media purchsing commission of 15% included in total